

GREGG SHORTHAND



ANNIVERSARY EDITION

CHARTS OF BRIEF FORMS

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7	7	e	f	e	e	-	e	o	e	e
o	2	l	f	e	y	e	h	r	h	-
6	7	-	e	e	e	e	r	(	)	o
fl	e	r	f	e	e	r	r	r	r	o
o	o	"	f	e	r	r	e	r	e	o
-	-	6	f	e	e	r	r	e	e	-
-	-	f	e	e	e	r	o	(	)	e
-	e	f	f	e	e	r	e	e	e	f
-	e	f	f	e	-	r	e	r	e	-
7	7	e	f	e	e	r	r	e	e	-
-	e	e	e	e	e	f	e	"	e	f
o	e	e	e	e	r	r	e	r	r	o
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5	e	f	e	e	e	r	e	e	e	e
4	e	e	e	e	e	r	e	r	o	-

GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
for the MILLION

By
JOHN ROBERT GREGG

Anniversary Edition

THE GREGG PUBLISHING CO., LTD.
GREGG HOUSE, 51 RUSSELL SQUARE, LONDON, W.C.1

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P R E F A C E

Anyone who examines the Shorthand textbooks of the last three centuries will be impressed with the fact that they have reflected the uses to which shorthand was put at the time the books were written.

The methods of teaching shorthand have changed as radically as the content of the textbooks. Up to the time Gregg Shorthand was introduced, the conventional method was to teach the theory of a system as a whole before attempting to apply that theory in the actual writing of connected matter. While the system would undoubtedly have made its way into public favour by its own inherent strength, we believe that its success and progress throughout the world have been hastened enormously by the sound pedagogy of its textbooks.

In keeping with the progress in business and in education, the Gregg Manual was revised in 1893, 1901, and 1916. Each revision marked a step forward in simplifying and popularizing the study of shorthand. Each revision has placed increasing emphasis upon the desirability of teaching shorthand as a *skill subject* from the beginning and throughout the entire course. This method enables the teacher to direct the maximum of effort toward the training of the student in actual facility in writing and the minimum of effort to expositions of rules and principles.

In this new edition no changes have been made in the *basic principles of the system*. Long experience in the classroom, in the office, and in reporting, has proved conclusively that changes in the basic principles of Gregg Shorthand are neither necessary nor desirable.

Much has been learned in the last few years concerning the basic content of the vocabulary in common use. The scientific data now available have made it possible to arrange the principles and the practice exercises of the Manual so that the efforts of teacher and student may be more economically and profitably directed, and the development of a writing vocabulary rendered more rapid.

One of the first steps in planning the Anniversary Edition, therefore, was an exhaustive analysis of the comparative frequency of words. As one example of what this analysis showed, it was found that the learning of the twenty most common words in our language was spread through seven lessons in the 1916 Manual. In the Anniversary Edition these twenty words are presented in the first chapter. Moreover, the matter presented in this chapter gives the student a writing power that will enable him to write 42 per cent of the running words in non-technical English, as well as many hundreds of other words.

In this edition three devices have been used to hasten the building of a useful vocabulary and to assist the teacher in using the correct method of developing a skill subject:

1. The short words of high frequency are introduced in the first chapter in the order of their frequency, even though this means that in a few instances they are given in advance of the principles that govern their writing.
2. Some of the principles have been developed earlier than they were in the old text. Examples of this are: the letter *s* has been introduced in the second chapter and included with the other downward characters; some of the rules for expressing *r* have been introduced in the third chapter; the frequently recurring prefixes and suffixes have been introduced in the order of frequency.

3. Analogy, one of the most helpful of teaching devices, has been employed to a greater extent than it was in the 1916 Manual. Examples: the useful *ted-ded*, *men-mem* blends are presented in Chapter I, after the student has learned *t, d, n, m*, the letters of which the blends are composed; the *ses* blend is taught along with the *s* in Chapter II.

Other salient features of the Anniversary Edition may be described as follows:

1. In order that the student may be impressed at the outset by the importance of phrase writing and have a longer period in which to acquire the habit of joining words, many of the phrasing principles have been moved forward to Chapters I and II.

2. The rules have been simplified and stated more clearly, and minor changes have been made in a few outlines for the purpose of facilitating rapid and accurate transcription.

3. The principles are presented in twelve chapters, instead of the eighteen lessons in the 1916 Manual. Each of these chapters has been subdivided into three short teaching units, with a page of graded dictation material written in shorthand at the end of each unit. This plan encourages immediate practical application of the theory and simplifies the allocation of work by the teacher.

4. The wordsigns (now known as Brief Forms) are distributed equally among the first six chapters, and are introduced in the order of their frequency.

5. The quantity of reading and dictation material has been more than doubled. The scientific distribution of the principles and the introduction of the common words early have so greatly increased writing power that business letters can be introduced as early as the second chapter.

6. The value of the Manual as a textbook is greatly en-

hanced by the use of larger type and a bolder style of shorthand than was employed in the 1916 edition.

In sending forth this book he desires to express his warm appreciation of the many suggestions received from writers, from reporters, and from teachers who are using the system in all parts of the world. In particular, he wishes to record his deep sense of gratitude to Mr. Rupert P. SoRelle and to the executive, managerial, and editorial staffs of The Gregg Publishing Company for the many valuable services they have rendered in the preparation of this edition.

JOHN ROBERT GREGG.

ABOUT GREGG SHORTHAND

History. Gregg Shorthand was first published in Liverpool, in 1888, in two little paper-covered pamphlets under the title "Light-Line Phonography." Notwithstanding the somewhat crude form in which it was then presented, the system met with immediate success, and many who studied it at that time are still among its most enthusiastic advocates. After the author had taught it for five years in Liverpool and Manchester, he crossed to America to protect his copyrights, under the provisions of the new International Copyright Law, by publishing a revised and greatly improved edition. The revised edition, published under the title "Gregg Shorthand," met with a cordial reception, and so rapidly did it continue to make headway against the competition of rival systems that to-day it is the standard system of America and is taught in more than 90 per cent. of the schools teaching shorthand in the United States.

To the student or writer of shorthand there are few more interesting or inspiring stories of success than the record of the career of Gregg Shorthand in the comparatively brief period since it was first published. To-day it is, by far, the most popular system of shorthand in the whole world. In the English-speaking world, not less than three-fourths of all the students who take up shorthand each year are students of the Gregg System. It is now rapidly taking its rightful place in the country of its origin, and already there are tens of thousands of students learning it each year in the British Isles. Its students and writers are found in every part of the Empire. Adaptations to Irish, Spanish, French, German, Italian, Portuguese, Polish, Afrikaans, Japanese, Russian and Esperanto have been published : and adaptations to other languages are in preparation. The Spanish adaptation alone is used in more than 300 schools in Spanish-speaking countries, and a magazine, *El Taquígrafo Gregg*, is devoted to the interests of its writers.

Wins World's Championship. In 1921, Mr. Albert Schneider, a writer of Gregg Shorthand, won the annual competition for the World's Championship, defeating three former champions and establishing two world's records for combined speed and accuracy at over 200 words a minute. Mr. Schneider is now a member of the official reporting staff of the Congress of the United States, winning the appointment in an examination in which thirty-five reporters competed.

In 1923, Mr. Charles L. Swem, another Gregg writer, won the World's Championship, and two other Gregg writers took second and third places. In this competition the first place for accuracy in every dictation was won by a writer of the Gregg system. In 1924, Mr. Swem was again the winner.*

Between 1925 and 1927, Mr. Martin J. Dupraw, a young law student, under twenty-one years of age, won the World's Championship three times in succession. He also won the speed competition arranged by the New York State Shorthand Reporters' Association in 1924, 1925 and 1926.

The World's Championship competitions were based on tests ranging from 200 to 280 words a minute. They were discontinued in 1927. The last five of them in succession were won by Gregg writers, in competition with the finest exponents of other systems—a decisive demonstration of the superior legibility and speed of Gregg Shorthand.

Highest Awards in British Isles. In 1928, Miss Peggie Gibbons (nineteen years of age) entered a special examination of the National Union of Teachers, and was awarded a certificate for

* Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem was Personal Secretary and Official Reporter to President Wilson for eight years. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House. In the 1924 examination for the position of Supreme Court stenographer in the State of New York, Mr. Swem won first place in a field of 150 candidates. Mr. Swem did not accept an appointment at the time and took the examination in 1928, again winning first place. He is at present an official shorthand reporter in the Supreme Court of New York City.

200 words a minute in Gregg Shorthand. This was the highest award for shorthand ever granted by any independent public examining body in the British Isles. Later in the same year, Mr. Leslie Bear won the National Union of Teachers' certificate for 200 words a minute at the age of sixteen. Mr. Bear is now a member of the official reporting staff of the House of Commons.

First Place in the British Isles. In the Shorthand Examinations of the Royal Society of Arts, first place at the highest speed (140 words per minute), together with the only Silver Medal awarded, was won in April, 1935, by a Gregg student, Miss I. J. Vallins (age 18). This achievement was repeated in the May and July 1935 Examinations by Gregg students, Miss M. Timms (age 14½) and Miss S. Errington (age 18). In the same Examinations for 1936, in March a Gregg student, Miss C. Tharby (age 17) was bracketed with another candidate for the two Silver Medals awarded; and in May, first place with the only Silver Medal granted was won by a Gregg student, Miss I. Wilford (age 15). In subsequent examinations of the Royal Society of Arts, many other medals for top places at the highest speeds have been won by Gregg writers.

In the Royal Society of Arts Examinations for 1924-6, official figures showed that 72 per cent. of the Gregg students passed, as against 56 per cent. of those writing other systems. (These official figures have not been issued since 1926.)

Awarded Medals of Honour and Grand Prix. In 1915, Gregg Shorthand was awarded the Medal of Honour at the Panama-Pacific International Exposition, the highest award ever granted to any system of shorthand at an Exhibition.

In 1926, Gregg Shorthand won the highest award, the Medal of Honour, at the Sesqui-Centennial Exposition at Philadelphia.

In 1927, the *Grand Prix* was awarded to Gregg Shorthand at the International Shorthand Congress held in Brussels, and the author was elected a Vice-President of the Congress.

Principles of the System. Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following is a synopsis of the leading features of the system :

- | | | |
|--|---|---------------------------------------|
| <ol style="list-style-type: none"> 1. <i>No compulsory thickening</i>—may be written either light or heavy. 2. <i>Written on the slope of longhand</i>, thus securing a uniform manual movement. 3. <i>Position-writing abolished</i>—forms are placed on the line of writing, and may be written on unruled paper. 4. <i>Vowels and consonants are joined</i>, and follow each other in their natural order. 5. <i>Angles are rare</i>—curves predominate. | } | <p>As in
ordinary
writing</p> |
|--|---|---------------------------------------|

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles that govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters that is productive of the best results and is obtained only by years of persistent, painstaking practice with the older systems.

TO SUM UP

Easy to Learn. Gregg Shorthand may be learned in from one-third to one-half the time required by the older systems. The records made by its writers prove this beyond all question.

Easy to Read. Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers of the system have established the *highest official world's records for accuracy* of transcripts on difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing, and the elimination of the minute distinctions of form, all contribute to legibility.

Easy to Write. The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contribute to fluent writing.

Superior in Speed Possibilities. As has already been set forth in greater detail, writers of Gregg Shorthand have demonstrated in public examinations and speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system.

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Skill in the use of shorthand is a possession that has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much-prized and valuable accomplishment and a means of mental culture.

Be Thorough. Skill in anything is attained by repetition with interest; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of fluency and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

In your practice, write as rapidly as you can while keeping the hand under complete control; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written*; but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms can be written accurately at a high rate of speed. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the

next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to indecision, caused by unfamiliarity with the forms. At first carefully analyse the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practise it and think of it as a *whole*.

Facility in the practical use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word "ready." This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind, so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

Devote Much Time to Reading Well-Written Shorthand. By reading a great deal of well-written shorthand you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the supplementary dictation material given in "Gregg Speed Studies" and the exercises presented each month in the Learners' Department of *The Gregg Magazine*. These exercises may be used with great advantage from the **very first** lesson. Each number of *The Gregg Magazine* contains many helpful suggestions and a number of shorthand pages that afford valuable exercises in reading and writing at all stages of learning.

THE ALPHABET OF GREGG SHORTHAND

CONSONANTS

Written forward:

K G R L N M T D TH



Written downward:

P B F V CH J S SH



H NG NK



VOWELS

ă	○	ĩ	○	ö	✓	ũ	✓
ä	○	ē	○	aw	✓	ö	✓
ā	○	ē	○	ō	✓	ō	✓

DIPHTHONGS

Composed of		Composed of	
ū	ē-ōō	as in	<i>unit</i> ✓
oi	aw-ē	as in	<i>oil</i> ✓
ow	ä-ōō	" "	<i>owl</i> ✓
ī	ä-ē	" "	<i>isle</i> ✓

BLENDED CONSONANTS

The consonants are so arranged that two strokes joining with an obtuse or blunt angle may assume the form of a large curve, thus:

ten, den	ent, end	def-v, tive
tem, dem	emt, emd	jent-d, pent-d

CHAPTER I

UNIT 1

1. Shorthand is written by *sound*; thus *aim* is written *am* (long sound of *a*), *cat* is written *kat*, *knee* is written *ne*.

CONSONANTS

2. The consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length.

The characters for the consonants in this lesson are derived from an elliptical figure, thus: 

Letters	Signs	Words	Letters	Signs	Words
K		can	T		it, at
G		go, good	D		would
R		are, our, hour	H	.	a, an
L		will, well	Th	{  	the there, their
N		in, not			I
M		am, more			he

3. All these consonants are written *forward* from left to right; *th* and *t* and *d* are struck *upwards* from the line of writing. The *g* given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate *h* is indicated by a dot placed over the vowel. Many frequently recurring

words are represented by simple alphabetic characters. Some of these signs represent two and even three words; for example, the sign for *r* represents *are, our, hour*. A dot on the line of writing represents the articles *a, an*. A dot at the end of a word expresses *ing*. The pronoun *I* is expressed by a large circle; *he*, by a small circle.

The student should practise all these characters until he can write them without the slightest hesitation. The size of the characters given in this manual will be a safe standard to adopt.

4. Phrasing. The joining of simple words is a great help to accuracy and speed in writing shorthand and its acquirement should not be deferred until the habit of writing common words separately has been formed.

I will  he can  it will  in the 

5. Punctuation, etc. In shorthand the following marks are used:

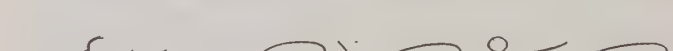
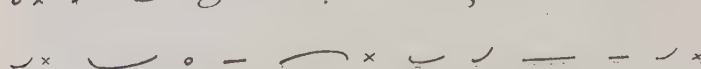
period paragraph interrogation dash hyphen parenthesis

Capitals and proper names are indicated by two short dashes beneath the word.

6. SENTENCE DRILL



VOWELS

7. In shorthand there are twelve distinct vowel sounds, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the A group and the E group.

Memory aid: $a = o$ $e = o$

THE A GROUP

ă	ā	ā
as in mat	as in calm	as in came
m ă t	k ā m	k ā m

THE E GROUP

ĭ	ĕ	ē
as in kit	as in get	as in need
k ĭ t	g ĕ t	n ē d

NOTE: The first sound in the E group of vowels is the short *i*, heard in *din*, and should not be confused with long *i*, heard in *dine*, which will be given later,

8. **Marking Vowels.** The vowels are grouped according to similarity in sound. The large circle expresses three sounds of *a*. The short sound is unmarked, the medium sound is marked with a dot, and the long sound with a short dash, as shown on page 3. This system of marking is used in all vowel groups uniformly.

The dot and dash are occasionally needed to indicate the exact sounds in unfamiliar or isolated words, but otherwise they are seldom used.

PICTURING WRITING MOTION

9. Frequently we shall have to refer to writing motion. The curved characters in this lesson are taken from horizontal ovals, one written with *right* motion, the other with *left*.

Right motion:



Left motion:



10. Characters taken from the left-motion oval are called *left motion*, because the rotation is *from left to right*; characters taken from the right-motion oval are called *right motion* for a like reason; thus:

*K-G are
right-motion strokes*



*R-L are
left-motion strokes*



The terms “left motion” and “right motion” refer to the *rotation* in movement, and not to the *direction*.

HOW CIRCLES ARE JOINED

The following movement drills are intended to develop skill in the joining of circles.

11. Circles Joined to Single Strokes. At the beginning or end of a single curve, the circle is placed *inside* the curve:

eke		ear		array	
egg		ill		airy	
ache		air		alley	
key		ail		hack	
gay		ray		hag	

12. At the beginning or end of a single straight stroke, the circle is written with *right* motion:

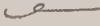
aim		tea		ham	
eight		day		heat	
add		may		head	
eat		me		heed	
hid		eddy		hate	

13. READING AND DICTATION PRACTICE

[illegible]

UNIT 2

14. Circles Between Strokes. Where an angle is formed at the junction of consonants, the circle goes outside the angle:

kick		make		rain	
cake		met		rim	
get		maid		tale	
gate		team		rainy	
calm		rear		dream	

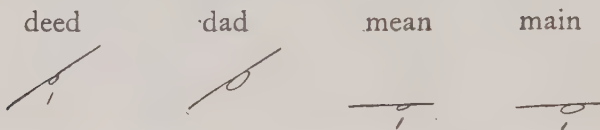
15. Where straight strokes and curves join without an angle, the circle is placed inside the curve:

writ		raid		dig	
rid		ticket		tag	
red		tack		taken	
read		take		rattle	
rate		deck		riddle	

16. Some vowels are so obscure or neutral that they are omitted when they do not contribute to speed or legibility. For example, the *e* in the words *taken* and *maker* is scarcely sounded,

and is omitted. Any vowel which does not contribute to the legibility of an outline may be omitted if its omission gives a more facile outline.

17. Between straight strokes in the same direction the circle is written with *right* motion:

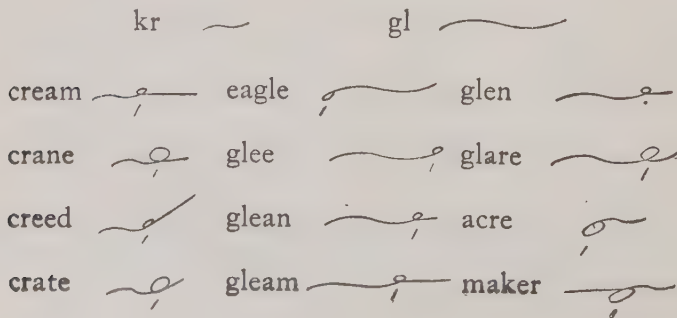


18. Between opposite curves the circle is turned back on the first curve:



CONSONANT COMBINATIONS

19. **Kr and Gl Combinations.** *K* and *r*, and *g* and *l*, are equal curves and are made a little flatter than usual when joined, thus:



20. Gr and Kl Combinations. Where curves of unequal length join without an angle, as in the following, note how a distinction in length is positively shown.

The movement in writing *gr* is similar to that in writing *y* in longhand; *kl* to that in writing *h*, thus:



grey		green		eager	
grain		greet		clay	
greed		grim		clan	

21. Rk and Lk Combinations. Since *r* and *k* are of equal length, the curves are somewhat flatter, as with *kr* and *gl*. *Lk* is very infrequent.

ark	dark	mark	milk

22. The Signs for Th. The sign for *t* is curved to express *th*, thus: (or)

tick	thick	hat	hath
late	lath	met	myth

BRIEF FORMS FOR COMMON WORDS

23. A comparatively small number of frequently recurring words make up a large part of the English language. As an illustration, ten words—*the, of, and, to, a, in, that, it, is, I*—form one-fourth of the entire written and spoken language.

The forms for these frequent words are based on a very common method of abbreviation in longhand writing. For example, *amt.* is written for *amount*; *Rev.* for *reverend*; *gym.* for *gymnasium*; *ans.* for *answer*; *math.* for *mathematics*, and so on. By taking advantage of this method of abbreviation, brief and easily remembered shorthand forms are obtained for the most common words in the language.

of (o)	o	and, end (nd)	✓	them (thm)	—
that (tha)	o	to, too, two (too)	✓	is, his (s)	,
was (os)	ε	be, by, but (b)	(	great (gr)	—
they* (the)	o	you, your (oo)	o	with (ith)	o
this (ths)	o	than, then (thn)	—	without (itht)	o

* In some phrases *they* is written the same as *the*, as in *they will*.

NOTE: Refer to alphabet facing page 1 for explanation of characters.

24. BUSINESS ABBREVIATIONS

Mr., market

—

Yours truly,

✓

Dear Sir: desire

✓

UNIT 3

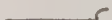
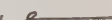
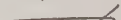
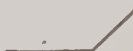
BLENDED CONSONANTS

26. By blending *d* and *t* into one long stroke the syllables *ted*, *ded*, *det* are expressed:

added		rated		to-day	
hated		needed		treated	

NOTE: The combination *det* usually occurs at the beginning of words, as in *detect*, *detach*, while *ted* or *ded* usually occurs at the end of a word.

27. By blending *m* and *n* into one long stroke the syllables *men*, *mem* are expressed. In addition to *men*, *mem* this blend represents similar sounds, such as *min* in *minute*, *mun* in *money*:

men		mimic	
many		memory	
month		remain	
money		emanate	
meant		mental	
mend		mineral	
minute		minimum	

28. FREQUENT-WORD DRILL

eight	ā t		man	m ā n	
had	h ā d		make	m ā k	
him	h ĩ m		tin	t ĩ n	
add	ă d		tan	t ă n	
aid	ā d		cat	k ă t	
tea	t ē		kid	k ĩ d	
day	d ā		get	g ě t	
me	m ē		take	t ā k	
may	m ā		came	k ā m	
net	n ě t		her	h ě r	
need	n ē d		here	h ē r	
met	m ě t		air	ā r	
meet	m ē t		head	h ě d	
made	m ā d		read	r ē d	
mean	m ē n		ready	r ě d ĩ	

led	l ě d		cream	k r ě m	
rate	r ā t		clean	k l ě n	
late	l ā t		milk	m ĩ l k	
laid	l ā d		lack	l ă k	
mill	m ĩ l		leg	l ě g	
tree	t r ě		attack	ă t ă k	
train	t r ā n		headache	h ě d ā k	

29. BRIEF FORMS FOR COMMON WORDS

did, date		when		into	
other		any		come	
all		could		like	
were		what		little	
where, aware		truth		those	
my		time		country	

NOTE: *W* is omitted in the word *were*, and *wh* in *where*, *when*, *what*; *other* is expressed by *ŭth*—see alphabet; *all*, by *aw* placed on its side; *time*, by the *tem* blend; *into*, by blending *in* and *to*. For convenience, the long *i* in *my* is expressed by a large circle.

GENERAL PHRASING PRINCIPLES

30. The following suggestions will be helpful to an understanding of the general principles of phrasing:

1. Short and common words only should be joined, as *of the, in the, etc.*

2. The words should make good sense if standing alone, as *it will be.*

3. Pronouns generally are joined to the words they precede, as *I can, you are, you can, I would.*

4. A qualifying word is usually joined to the word it qualifies, as *good man.*

5. The words *to, of, in, with, and* generally are joined to the word following, as *to the, of which, in that, with that, and will.*

6. Words that do not make an easily written, distinctive joining should not be phrased.

31. **Phrase Drill.** The simple phrases given in the drill below are of very high frequency and will serve as models for other phrases:

of the		and the		will be	
to the		that the		of you	
it is		by the		it was	
I am		you can		he was	
to you		at the		is the	

32. READING AND DICTATION PRACTICE

/ i i i n a - , e r o n
 c - b o / e i .
 e r . - - - b o -
 / b P . i s t o p / .
 - b o x e r - - - b o -
 - - e e i n b o n
 e / o a n o r i n .
 / . e e e p e n . e
 (n r - b o s o i ,
 b i o o n o / o e n
 e - x o l o b o s e , n
 / . o - b o - - r e t
 (e - n r - s o -
 o - - y f - - e
 n o n - o - - x n

33. WRITING PRACTICE

1. You will need a keen memory when you go to the market to-day.

2. When you take the grain to the mill you can get your money.

3. Many of our men will go to the train in the rain to greet the team.

4. I am not any more eager to be in debt to you, than you are to me.

5. I am ready to go to the limit in getting you the money you need.

6. He had a great desire to read, but he had little time and his reading was limited.

7. I am not willing to go by train, but what is a minimum rate by air and rail?

8. The data you need will be ready by the middle of the month.

9. The mill was then making a good metal tag at the rate of eighty a minute.

10. In his dream he was being attacked in the dark by an enemy.

Dear Sir: I am eager to eliminate without any more delay the error made in the minimum grain rate to Hanley. I can meet you at Hanley any day you desire. My time is limited and I cannot be there more than a day. It would be well to get all the data in hand by the time you are ready to go. I will meet you any day you can be there. Yours truly,

CHAPTER II

UNIT 4

THE DOWNWARD CHARACTERS

34. The characters for the consonants in this chapter are derived from another elliptical figure: 

<i>Letters</i>	P	B	F	V	CH	J	SH	S
<i>Signs</i>	(	(	)	)	/	/	,	, or ,
<i>Words</i>	put	be by but	for	have	which change	shall ship		is his

Left motion: P B S

Right motion: F V S

((()) ,

35. All these characters are written downward. *Ch* is named *chay*, and *sh* is named *ish*. The signs for *sh* and *s* are very small. As *s* is one of the most frequent sounds in the language, two signs are provided for it to facilitate joining in various combinations. The following memory aids will be useful:



CONSONANT COMBINATIONS

36. Many of the consonants join without an angle; for example, *r* and *l* frequently follow *p*, *b*, as in *play*, *brave*. As skill in writing such combinations is essential to speed and accuracy, the following movement drills should be practised until fluency is secured.

37. **Pr and Pl.** In writing *pr* and *pl*, start to the left:

pr pl 

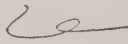
pray 	play 	pledge 
prayer 	plate 	wrapper 
prim 	plea 	pepper 
preach 	plead 	apple 

38. **Br and Bl.** In writing *br* and *bl*, start down, thus:

br bl 

brain 	breach 	blame 
braid 	bridge 	bled 
braided 	brief 	blade 
brim 	brave 	blare 

39. **Fr and Fl.** In writing the combinations *fr* and *fl*, the angle is rounded to give fluency. The motion is just the same as in writing a part of the longhand *y*:

	<i>fr</i> = 	<i>fl</i> = 
<i>fray</i> 	<i>fresh</i> 	<i>flame</i> 
<i>frail</i> 	<i>flee</i> 	<i>flap</i> 
<i>fret</i> 	<i>fleet</i> 	<i>flash</i> 

40. FREQUENT-WORD DRILL

<i>if</i> 	<i>frame</i> 	<i>page</i> 
<i>half</i> 	<i>flat</i> 	<i>able</i> 
<i>age</i> 	<i>play</i> 	<i>break</i> 
<i>each</i> 	<i>plan</i> 	<i>cash</i> 
<i>she</i> 	<i>paper</i> 	<i>range</i> 
<i>fear</i> 	<i>reach</i> 	<i>happy</i> 
<i>feel</i> 	<i>back</i> 	<i>black</i> 
<i>felt</i> 	<i>check</i> 	<i>trip</i> 
<i>free</i> 	<i>live</i> 	<i>happen</i> 

fair		bear		help	
affair		bread		labour	
fail		shape		pretty	
chief		leave		even	

41. BRIEF FORMS FOR COMMON WORDS

one, won		from, form		never	
after		been, bound		should	
people		very		over*	
about		before		ever	
most		much		every	

*The sign for *o* expresses the prefix *over*, as in *overtake*, when written above the next character. It is also used for the word *over*.

42. As a prefix, *after* is expressed by *af*. In compounds, *every* is expressed by *ev*.

43. The word *been* following *have*, *has*, *had* is phrased and is expressed by *b*:

have been  has been  had been 

44. BUSINESS ABBREVIATIONS

Dear Madam: My dear Sir, Yours very truly,

45. READING AND DICTATION PRACTICE

o - 4 two o - 2 P -
 2 - 1. 0 2 - 2 0,
 y n, 6 6 r 2. 5
 6 0. 2. 5. 9 2 6 1 7
 2 4 5 0 1 2 y 5
 2 4. 1 - 6 5 6.
 1. 0 6. n r 2 y,
 2 6. 1. 2 y, y 2. 4
 1. 9. 1. 2 2 4.
 2 1 (2. 1. 2. 1.
 1. 6 - n 2 y -
 1. 1. 1. 1. 1.
 1. 2 0. 2 0 2 1
 1. 4. 1. 2. 1. 2.
 1. 2. 1. 2. 1. 2.

UNIT 5

THE SIGNS FOR S

46. The signs for *s*, written downward, are taken from a small elliptical figure, thus: 

Memory aid: 

The right-motion *s* is called "right *s*" ,

The left-motion *s* is called "left *s*" ,

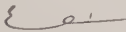
47. In practical writing the sound of *z* is expressed by the sign for *s*, since no confusion arises from using the same character for both sounds in connected writing. We already are accustomed to writing and reading *s* for *z* in English, as in *rays*, *praise*.

It is *seldom* necessary to make a distinction between *s* and *z*, but when it is, a short dash is struck at a right angle to the sign for *s* to show that it has the sound of *z*, thus:

race  raise  gas  gaze 

48. The base of the first consonant of a word rests on the line of writing, but when *s* precedes another consonant, the base of the consonant following the *s* is placed on the line.

49. **Initial and Final S.** 1. Before and after *p*, *b*, *r*, and *l*, and after *t*, *d*, *n*, *m*, and *o*, the left *s* is used:

sips  phrase  daze 
sables  slim  knees 
series  tease  mass 

2. In all other cases the right *s* is used:

saves 	seeds 	sashes 
seeks 	snap 	sketches 
staff 	smash 	sages 

A circle placed outside the angle in any of these joinings does not change the motion of the *s*.

50. FREQUENT-WORD DRILL

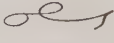
sell 	spell 	salary 
sale 	spread 	self 
piece 	spare 	trace 
pass 	space 	dress 
base 	less 	class 
busy 	slip 	crazy 
press 	sleep 	see 
praise 	asleep 	say 
place 	sales 	as 

has		same		steel	
these		sense		steam	
easy		seems		stage	
season		sit		stiff	
affairs		seat		stay	
safe		said		stick	
save		sad		set	
case		niece		sat	
kiss		miss		settle	
guess		days		silk	
gas		dance		needs	
sick		since		ladies	
sake		hence		chance	
scheme		minutes		ages	
seen		step		sketch	
seem		steps		study	

51. S Between Strokes. When a circle vowel immediately precedes *s* between strokes, treat the *s* as belonging to the preceding consonant; if the circle follows the *s*, the *s* should be treated as if it belonged to the following consonant:

cast		mask		least	
guest		grasp		risk	
taste		accede		pressed	
task		chest		raised	
desk		vast		ransack	
mist		visit		mason	

52. The Ses Sign. The *ses* sound as heard in *faces*, *basis*, *races*, *cases*, *census*, etc., is expressed by joining the two *s* signs as a blend:

senses		ceases		basis	
cases		thesis		census	
masses		traces		analysis	

NOTE: In rapid writing, the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare the following:

face		faces		lease		leases	
------	---	-------	---	-------	---	--------	---

53. BRIEF FORMS FOR COMMON WORDS

under*		cause, because		work	
must		thorough-ly, three		part	
some		think, thing		matter	
such		system, says		again	
first		public, publish		against	
business		far, favour		always	

* The sign for short *u* expresses the prefix *under*, as in *undertake*, when written above a following character. It is also used for the word *under*.

54. The suffix *thing* is expressed by a dot in the following words:

anything
 something
 everything

55. **Plurals of Brief Forms.** The plurals of brief forms ending in *s* are formed by adding another *s* of the same motion, thus:

cause causes business businesses

In other brief forms the plurals are formed by adding *s* to the singular forms, thus:

parts changes ships forms

56. READING AND DICTATION PRACTICE

I have by me, I
 got 2 barrels of
 2 flour each.
 Several new
 shirts & socks.
 A good pair of shoes.
 A pair of trousers
 & a shirt & drawers.
 A pair of gloves
 & a pair of socks.
 A pair of shoes
 & a pair of socks.
 A pair of shoes
 & a pair of socks.
 A pair of shoes
 & a pair of socks.

UNIT 6

57. The Letter X. When *x* occurs at the end of or within words, it is expressed by *s* slightly modified in slant, thus:

mix		fix		tax	
mixes		fixes		taxes	

NOTE: The plural is formed by adding *s* as shown in *mixes*, *fixes*.

SIMPLE SUFFIXES

58. The suffix *shun* (*sion*, *tion*) is expressed by *sh*:

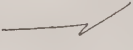
mention		fashion		vision	
nation		action		session	
mission		faction		evāsion	
diction		affection		section	

59. The Past Tense. The past tense is expressed by *t* or *d*:

1. After abbreviated words a disjoined *t* placed close to the preceding character is used to express the past tense, thus:

changed	timed	liked	willed
			

2. In all other cases join *t*, *d*, or the *det* blend, if a distinctive and facile joining is possible; otherwise, disjoin *t* (as in *glared*, *tapered*) to express the past tense, thus:

passed		raced		shaped	
praised		mentioned		reached	
visited		risked		checked	
laboured		glared		tapered	
traced		fixed		feared	

60. BRIEF FORMS FOR COMMON WORDS

also		letter, let		until	
nothing		present, presence		got	
between		big, beg		gave	
another		give, given		next	
woman		tell,* till		soon	
morning		still		name	

* The *s* is added to *tell* by changing the circle into a loop, thus:
tells 

BRIEF FORMS AS PREFIXES

61. A brief form is frequently used as a prefix or as part of another word, as illustrated in the following:

almost		inform		formal	
income		begin		anyone	
increase		began		overwork	
instead		forgive		undergo	
ago		forgot		handle	

62. FREQUENT PHRASES

for the		you have		would be	
to be		there is		can be	
with the		of his		may be	
I have		for you		and that	
from the		if you		as the	
of this		of your		in our	
there are		in this		of all	

64. WRITING PRACTICE

1. I shall not leave here to-day for my trip to France, as I am too busy, but I shall finish everything soon.

2. Is it the case that such a change in the times of the classes will help to settle the matter for you?

3. He will cash the cheque this morning if you will present it at his desk.

4. As she is changing her plans to stay here for some days before going to the city, I think it will be well to leave the matter as it is for the present.

5. Because the business in that part of the country is not good, he will remain there another month to go thoroughly into the planning of a sales campaign.

6. It is plain that if any action is to be taken it must take place before the session ends to-day.

7. He fixed the time at six and said that the men were asleep.

8. I shall not fail to mention that I think his claim is invalid, and that his figures should be thoroughly studied and checked before any action is taken.

Dear Sir : The sale of the goods I had from you in May is not going at all well. For one thing, the season has been very late and this has caused business to be slack. Can you think of anything that would help to increase our sales? If business in other parts of the country is much the same as it is here, you may have formed some sales plans that would be of help to me. I should like to go over this matter with one of your men the first time one of them is in the city. Yours truly,

CHAPTER III

UNIT 7

THE Ō-HOOK

65. The lower half of the elliptical figure  is called the *o-hook*. It is used to express the following sounds:

  <i>as in</i> rot  r ō t	aw  <i>as in</i> raw  r aw	ō  <i>as in</i> wrote  r ō t
---	---	---

Key to Vowel Sounds: John Paul Jones.



NOTE: The sound *aw* is spelled in various ways, as in *fall*, *bought*, *taught*, *raw*. The same method of marking vowels is employed in this chapter as in the first.

66. FREQUENT-WORD DRILL

know	n ō		lot	l ō t	
law	l aw		road	r ō d	
low	l ō		load	l ō d	
wrote	r ō t		ought	aw t	

auto	aw t ō		hope	h ō p	
note	n ō t		show	sh ō	
bought	b aw t		shop	sh ō p	
brought	b r aw t		folks	f ō k s	
blow	b l ō		taught	t aw t	
ball	b aw l		caught	k aw t	
box	b ō x		coffee	k ō f ē	
job	j ō b		hog	h ō g	
talk	t aw k		occur	ō k 'r	
dog	d ō g		hotel	h ō t ě l	
noted	n ō ted		slow	s l ō	
notes	n ō t s		abroad	a b r aw d	
notice	n ō t ĩ s		broken	b r ō k 'n	
raw	r aw		open	ō p 'n	
loss	l ō s		off	ō f	
fellow	f ě l ō		often	ō f 'n	

so	s ō	⌚	phone	f ō n	⌚
saw	s aw	⌚	notion	n ō shun	⌚
sought	s aw t	⌚	motion	m ō shun	⌚
sorry	s ǒ r ĭ	⌚	sober	s ō b 'r	⌚
sorrow	s ǒ r ō	⌚	close	k l ō z	⌚
soul	s ō l	⌚	model	m ǒ d'l	⌚
soft	s ǒ f t	⌚	solemn	s ǒ l ě m	⌚
snow	s n ō	⌚	solid	s ǒ l ĭ d	⌚

67. **O-Hook Modified.** To avoid an unnecessary angle, the slant of the *o*-hook is modified slightly before *n*, *m*, *r*, and *l*, thus:



When a downstroke comes before the *o*-hook, this rule does not apply, since the *o*-hook joins to downstrokes without an angle, as in:

pour ⌚ shown ⌚ bone ⌚ pole ⌚

68. FREQUENT-WORD DRILL

on ǒ n ⌚ home h ō m ⌚
own ō n ⌚ known n ō n ⌚

or	aw r		nor	n aw r	
roar	r ō r		omitted	ō m ĭ ted	
roll	r ō l		drawn	d r aw n	
lower	l ō ' r		horse	h aw r s	
whole	h ō l		alone	a l ō n	
loan	l ō n		store	s t ō r	
coal	k ō l		story	s t ō r ĭ	
tone	t ō n		college	k ō l ě j	
door	d ō r		grown	g r ō n	

69. BRIEF FORMS FOR COMMON WORDS

want*		glad, girl		call	
went*		during, Dr.		situation	
told		believe, belief		course	
order		possible		general	
small		purpose		several	
upon		receive		state	

* The *w* is omitted in *want* and *went*.

70. READING AND DICTATION PRACTICE

1. 9 4 5 7 1 2
 2 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31 32 33 34 35 36 37
 38 39 40 41 42 43 44
 45 46 47 48 49 50 51
 52 53 54 55 56 57 58
 59 60 61 62 63 64 65
 66 67 68 69 70 71 72
 73 74 75 76 77 78 79
 80 81 82 83 84 85 86
 87 88 89 90 91 92 93
 94 95 96 97 98 99 100

UNIT 8

METHOD OF EXPRESSING R

71. The circle is written with left motion to express *r* following the vowel:

1. Before and after straight strokes:

art *ar* mar *ma* arch *ar* share *shar*

2. Between straight strokes in the same direction:

tart *tar* dared *dar* church *chur* murmur *mur*

72. It is generally more facile to use the circle for the obscure vowel sound heard in *ur* as in *church*, *murmur*, *urge*, *hurt*.

73. FREQUENT-WORD DRILL

heart	<i>har</i>	urge	<i>ur</i>	better	<i>bet</i>
hard	<i>har</i>	tear	<i>tar</i>	later	<i>lat</i>
hurt	<i>hur</i>	dare	<i>dar</i>	sister	<i>sist</i>
heard	<i>har</i>	near	<i>nar</i>	chapter	<i>chap</i>
earn	<i>ear</i>	mere	<i>mer</i>	motor	<i>mot</i>
arm	<i>ar</i>	manner	<i>nan</i>	cashier	<i>cash</i>
army	<i>ar</i>	chair	<i>ch</i>	minister	<i>min</i>
harm	<i>har</i>	jar	<i>jar</i>	teacher	<i>teach</i>

S FOLLOWING A LEFT-MOTION CIRCLE

74. The letter *s* is added to a final left-motion circle on straight strokes by changing the circle to a loop:

tears		shares		stairs	
dares		nears		manners	

75. BRIEF FORMS FOR COMMON WORDS

either		deal, dear		yesterday	
above		real, regard		together	
rather		company, keep		children	
love		become, book		prepare	
collect		importance, important		subject	
capital		necessary		opinion	

76. After abbreviated words and words ending in a left-motion circle on straight strokes, a disjoined *r* expresses *er*, *or*, thus:

giver		dearer		worker	
-------	--	--------	--	--------	--

When the forms are distinctive, the *r* is joined, thus:

greater		caller		smaller	
---------	--	--------	--	---------	--

When a brief form ends with the last *consonant* of a word, the left-motion circle is used to express *or*, *er* after straight strokes:

sooner		former		debtor	
--------	--	--------	--	--------	--

77. READING AND DICTATION PRACTICE

1. 1 2 3 4 5 6 7 8 9
- 1 2 3 4 5 6 7 8 9
2 3 4 5 6 7 8 9
4 5 6 7 8 9 1 2 3 4
5 6 7 8 9 1 2 3 4
6 7 8 9 1 2 3 4
7 8 9 1 2 3 4
8 9 1 2 3 4
9 1 2 3 4
1 2 3 4 5 6 7 8 9
2 3 4 5 6 7 8 9
3 4 5 6 7 8 9
4 5 6 7 8 9
5 6 7 8 9
6 7 8 9
7 8 9
8 9
9

UNIT 9

THE TH JOININGS

78. The left-motion *th* is used before and after *o, r, l*. In other cases the right-motion *th* is used:

though		author		bath	
although*		earth		teeth	
thought		health		thief	
throw		both		theatre	
throat		birth		thin	
thrown		path		cloth	

* The word *although* is a combination of *all* and *though*.

79. When *th* is the only consonant stroke, as in the brief signs for *that* or *they*, or is in combination with *s*, the right-motion *th* is used, as in *these* and *seethe*.

FREQUENT PREFIXES AND SUFFIXES

80. The prefixes *con, com, coun, cog*, followed by a consonant, are expressed by *k*. The suffix *ly* is expressed by a small circle; *ily* and *ally*, by a loop:

confess		council		conform	
confer		compel		county	

convention		lonely		formally	
convey		lately		easily	
convince		early		hastily	
concrete		fairly		readily	
safely		wholly		family	
solely		hardly		totally	
only		heartily		socially	

81. In words beginning with *comm* or *conn*, the second *m* or *n* is written, thus:

common connote commence

When *con* or *com* is followed by a vowel or by *r* or *l*, write *kn* for *con* and *km* for *com*, thus:

comedy comrade comic

82. After a circle vowel, *ly* is written on the opposite side from the vowel, thus:

dearly daily nearly

83. To express the plural of brief forms ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining *s*, thus:

names letters families

PHRASING PRINCIPLES

84. Before words beginning with a downward character or *o*, *r*, *l*, the word *to* is expressed by *t*:

to see	<i>t</i>	to say	<i>t</i>	to pay	<i>t</i>
to which	<i>t</i>	to honour	<i>t</i>	to work	<i>t</i>
to ship	<i>t</i>	to our	<i>t</i>	to place	<i>t</i>

85. When repeated in a phrase, *as* is expressed by *s*:

as well as	<i>s</i>	as much as	<i>s</i>
as good as	<i>s</i>	as great as	<i>s</i>
as low as	<i>s</i>	as many as	<i>s</i>

86. After *be* or *been*, the word *able* is expressed by *a*:

have been able	<i>a</i>	should be able	<i>a</i>
would be able	<i>a</i>	will be able	<i>a</i>

87. FREQUENT PHRASES

on the	<i>o</i>	with you	<i>w</i>	about the	<i>a</i>
you are	<i>y</i>	if the	<i>i</i>	to give	<i>t</i>
must be	<i>m</i>	as to	<i>a</i>	you know	<i>y</i>
should be	<i>s</i>	at that	<i>a</i>	of it	<i>o</i>

that is	9	of their	w	which is	f
in which	7	is not	2	on you-r	u
of these	9	of which	9	with that	so
more than	—	to get	nd	from you-r	2
your letter	u	to take	no	of its	d
this is	3	in his	2	he will	e
you may	so	if you will	2	you would	✓
he is	9	that this	o	to this	n

88. BRIEF FORMS FOR COMMON WORDS

send	2	special, speak speech	f	represent	7
agree*		week, weak	o	already	e
ask	u	floor, flour	u	value	2
office	9	complete,† complain-t	7	employ	u
official	u	immediate, immediately	so	express	E
future	✓	committee	so	knowledge	—

* The prefix form for *agr-e-i*, a loop written above the following character, is used to express the word *agree*.

† The angle between *k* and *p* is maintained in the word *complete* to make a distinction between *complete* and *keep*.

89. READING AND DICTATION PRACTICE

1. 9. 4. 1. 1. 1. 1. 1. 1. 1.
 2. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 3. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 4. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 5. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 6. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 7. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 8. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 9. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 10. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 11. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 12. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 13. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 14. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 15. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 16. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 17. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 18. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 19. 1. 1. 1. 1. 1. 1. 1. 1. 1.
 20. 1. 1. 1. 1. 1. 1. 1. 1. 1.

90. WRITING PRACTICE

1. It is hard to say what is known about the model of the motor on which Horace Hardy is working, but several people have seen it and have praised it.

2. After Ronnie bought the boat he noticed that the motor would often stall. After much analysis he saw that the cause was the sticking of a valve—a little matter which was easily fixed.

3. The history of this country shows what can be achieved by a hardy, hard-working people gifted with vision.

4. It was a shock to her to hear that John Jones, after joking about it, had really started alone on an aeroplane to go to Madrid, and was already nearing his goal.

5. The great airman made ready to cross the ocean by planning every detail of the trip. Study, hard work, and bravery to face grave risks without flinching helped him to achieve his aim and to place his name on the scroll of fame.

Dear Sir: It will be necessary for me to stay here till about the end of the season, as there are many matters of importance which I have still to finish. I am really glad that you were able to see Mr. Hartley about the business he mentioned in his letter, and to get that matter fixed to your liking. It is a good thing to settle such matters immediately, because if they are left they may strain relations.

As the general situation seems to be as good as it is in other parts of the country, there is nothing that needs your presence here at this time.

Yours very truly,

CHAPTER IV

UNIT 10

THE $\overline{o}o$ -HOOK

91. The upper part of the small elliptical figure , which is called the $\overline{o}o$ -hook, is used to express the following sounds:

ŭ	öo	öö
		
<i>as in</i>	<i>as in</i>	<i>as in</i>
tuck	took	tomb
		
t ŭ k	t öo k	t öö m

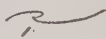
92. FREQUENT-WORD DRILL

who	höö		hug	h ŭ g	
do	d öo		does	d ŭ z	
took	t öo k		up	ŭ p	
true	t r öo		upper	ŭ p 'r	
whom	h öo m		blue	b l öo	

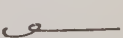
plus	p l ũ s		fruit	f r oō t	
pull	p oō l		roof	r oō f	
lose	l oō z		luck	l ũ k	
rug	r ũ g		rub	r ũ b	
rough	r ũ f		foot	f oō t	
food	f oō d		shut	sh ũ t	
fur	f ũ r		sugar	sh oō g 'r	
supper	s ũ p 'r		fool	f oō l	
dozen	d ũ z 'n		tough	t ũ f	
group	g r oō p		stuff	s t ũ f	
cut	k ũ t		truck	t r ũ k	
cook	k oō k		us	ũ s	
cup	k ũ p		thus	th ũ s	
oven	ũ v 'n		sullen	s ũ l e n	
cousin	k ũ z 'n		through	thr oō	

93. The combination *us* is written without an angle at the beginning of words, or when it follows a downstroke or *k*, *g*, as in *us*, *shoes*, *cousin*, etc.

94. The $\overline{oo}$ -hook Modified. To avoid an unnecessary angle, the $\overline{oo}$ -hook is turned under after *n*, *m*. It is also turned under after *k* or *g* if followed by *r* or *l*:

mood	m $\overline{oo}$ d		canoe	k ă n $\overline{oo}$	
none	n ŭ n		muff	m ŭ f	
noon	n $\overline{oo}$ n		nook	n $\overline{oo}$ k	
moon	m $\overline{oo}$ n		null	n ŭ l	
nut	n ŭ t		cool	k $\overline{oo}$ l	
numb	n ŭ m		cur	k ŭ r	
annul	ă n ŭ l		curse	k ŭ r s	

95. BRIEF FORMS FOR COMMON WORDS

care		school		number	
carry		usual, wish		enough	
force		govern, -ment		position	
charge		expect, especial		question	
look		full		purchase	
clear		sure		remember	

UNIT 11

METHOD OF EXPRESSING W

97. By pronouncing the following words slowly it will be found that *w* has the sound of $\overline{o}\overline{o}$; therefore *w* is expressed by the $\overline{o}\overline{o}$ -hook:

we	=	$\overline{o}\overline{o}$ -ē	
wave	=	$\overline{o}\overline{o}$ -ā-v	
wall	=	$\overline{o}\overline{o}$ -aw-l	

98. WORD DRILL

way	w ā		win	w ĭ n	
wet	w ě t		wane	w ā n	
wait	w ā t		women	w ĭ men	
weighed	w ā d		wake	w ā k	
wed	w ě d		wicked	w ĭ k ě d	
wedded	w ě ded		walk	w a w k	
width	w ĭ d th		weave	w ē v	
widow	w ĭ d ō		waste	w ā s t	

wash w ō sh

weep w ē p

watch w ō ch

web w ě b

wages w ā j 's

wheat* hw ē t

wedge w ě j

wheel hw ē l

wear w ā r

whim hw ĭ m

weary w ē r ĭ

whip hw ĭ p

wool w ō ō l

whale hw ā l

water w aw ter

whirl hw ě r l

* In the combination *wh*, as in *wheel*, the *h* is sounded first.

99. **W within Words.** In the body of a word it is more convenient to express *w* by a dash placed beneath the vowel following. In writing *sw* and a circle vowel, as in *sweet*, *swim*, *swell*, the hook for *w* is preferable to the dash:

quick

equity

squall

queen

queer

swim

quit

twin

swell

quote

dwell

swift

acquit

sweet

doorway

100. A Before W or H. In words beginning with *a-h* or *a-w* the dot, placed on the line close to the next character, is used to express *a*:

ahead		awake		await	
away		awoke		awaken	

101. FREQUENT PHRASES

we are		we are not		we shall be	
we will		we will not		we have	
we shall		we shall not		we have been	
we can		we cannot		we have not	

102. BRIEF FORMS FOR COMMON WORDS

world		house, whose		suppose	
reply		remark, room		whether	
word		follow, fall		further	
body		accept, -ance		explain	
duty		gone		particular	
bring		nature		report	

103. READING AND DICTATION PRACTICE

1. i f m e o ~ i e
b z h u n y s - l
. o z o / . o l n b
r - b ~ z i z o b y
o b . o i . o - o l /
- o o o o (. o i y -
- o . - b . - o o o b
l ~ u y - o o i y b
- f . l o l - o o 26
o o o o o i o o i
o . . b o f / y i e
- z o b i n n i
l o o b . l b o o f
- o l o o o o o o o
o l o o l u n i o l

UNIT 12

METHOD OF EXPRESSING Y

104. *Y* has the sound of long *e*, as in *yacht*, *yoke*, and when followed by a hook vowel is expressed by the small circle. *Ye*, as in *year*, *yet*, is expressed by a small loop; *ya*, by a large loop.

yacht		yellow		youth	
yawn		yoke		yarn	
year		yet		yard	

THE SIGNS FOR NG AND NK

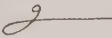
105. The sound *ng*, as in *ring*, *rang*, is expressed by *n* written at a slightly downward slant; *nk* (sounded *ngk*), as in *bank*, *rank*, is expressed by a longer stroke on the same slant:

ring		drink		bank	
rang		sank		blank	
rank		wing		king	
sing		frank		wrong	
songs		banquet		spring	

PREFIXES AND SUFFIXES

106. The vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a consonant; when a written vowel follows the prefix the initial vowel is retained. *Ex* is expressed by *es*.

The suffix *ings* is expressed by a left *s* and *ingly* by a small circle substituted for the *ing*-dot:

infer		unseen		expense	
envy		engine		lovingly	
impel		innate		seem- ingly	
impres- sion		emotion		exceed- ingly	
embrace		emit		meetings	
emphasis		examine		savings	
indeed		excess		evenings	

107. Negative words beginning with *un* or *im* in which the *n* or *m* is doubled (e.g., *unnoticed*) are distinguished from the positive forms by omitting one of the doubled consonants and inserting the initial vowel:

known		unknown	
noticed		unnoticed	
necessary		unnecessary	

108. FREQUENT PHRASES

of them		to ask		if you are	
very much		we would		are not	
when the		we should		we may	
at all		does not		with us	
into the		we must		will you	
in reply		that they		through the	
on our		to keep		for us	
to go		which have		over the	
did not		who have		as you	

109. BRIEF FORMS FOR COMMON WORDS

long		strength, strong		character	
among		communi- cate,-tion		effect	
young		bill, built		return	
yes		friend, friendly		answer	
thank		else, list		experience	
effort		car, correct		recent	

110. READING AND DICTATION PRACTICE

A. 2. - o m s n e.
 o 4. 2. ~ 1. 2.
 o. 9. r. t. 2. o. n.
 o. l. ~ - 2. 8. 1.
 3. o. o. - r. o. e. 1. 2.
 - 9. 2. o. 9. e. o.
 2. - o. 6. ~, 1, 1.
 . 6. 2. o. 9. 2. ~ o.
 4. o. v. ~ o. o. ~ l.
 - - - o. 4. o. 2. o. 2.
 2. - 6. e. ~, ~.
 o. l. , 1. 6. ~, ~.
 o. 1. o. 1. 2. o. 2.
 2. o. ~. ~ - o. l.
 2. 4. (2. 4. o. 2. o. 2. 1.

111. WRITING PRACTICE

1. The couple were waiting at the club to meet the other members of the party.

2. For years we have been following this particular method of making reports at our bank.

3. His answer to the unusual communication was, in effect, that his income was too small for him to think of such a purchase.

4. At the skating rink the girl was wearing a pale yellow sweater of soft angora wool and a very pretty silk scarf.

5. The men were weary from the long swim in the rough water of the bay.

6. After the wedding her uncle gave the couple and their friends a banquet at the Hotel Russell.

Dear Sir: The orders that we gave you in our letter of 1st May, with regard to all your purchases, were very important and we are glad that you have so regarded them. In the future we hope that we shall not have to question any of the purchases that you make for this company.

You must remember that your position with us is based mainly on your skill in choosing clothing that is thoroughly up to date in fashion and cut and still cheap. We feel that we should caution you to study every day the changing fashions and, at the same time, to keep informed regarding the general economic situation in the textile world.

We hope you can reach here early on the sixth, so that we may have a long talk. We want you to tell us all about your recent trip and to help in planning your next trip to Paris. Yours truly,

CHAPTER V

UNIT 13

THE DIPHTHONGS

112. A pure diphthong is the union in one syllable of two simple vowel sounds uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowel sounds of which the diphthongs are composed:

ū		as in fume	f ū m	
ow		as in now	n ow	
oi		as in oil	oi l	
ī		as in die	d ī	

NOTE: The diphthong *u* is a combination of $\bar{e}$ and $\bar{o}$; *ow*, of $\bar{a}$ and $\bar{o}$; *oi*, of *aw* and $\bar{e}$. The sign for the diphthong *i* is a large circle with an indentation—resembling a combination of $\bar{a}$ and $\bar{e}$, which, if uttered in rapid succession, yield a sound almost equivalent to $\bar{i}$. This sign is generally called “the broken circle.”

The signs are written in their *sounded* order. The sign for the diphthong *i* is treated as a circle, and conforms to the rules for joining circles. Note how the diphthong *i* is written in the words *size*, *nice*, *price*, *mine*, which appear in the following word drill.

113. WORD DRILL

human		enjoy		white	
cute		join		wise	
few		boy		wide	
view		toy		ride	
now		voice		lie	
cow		high		price	
mouth		size		prices	
ounce		rise		prize	
vow		fight		apply	
bough		fine		supply	
annoy		file		comply	
noise		sign		cry	
oil		fire		nice	
soil		fly		mine	
choice		sight		realize	

type		try		dining	
pipe		tried		twice	
final		dry		excited	
smile*		drive		tie	
died		design		tire	

* See *mile* in the brief forms below.

114. For convenience, long *i* is expressed by the large circle in the following words:

life line quite might

115. BRIEF FORMS FOR COMMON WORDS

use		how, out		side	
power		right, write		wire	
why		while		kind	
night		behind		inquire	
find		point, appoint		mile	
light		thousand		require	

116. When word forms end with the diphthong *i*, the double circle is used to express the diphthong and the termination *ly*:

lightly kindly rightly nightly

117. READING AND DICTATION PRACTICE

1. o r - d e s l
 o n r f i n r d
 m. l d o r e r e o
 o o m l i n d e o d
 i j l e i ; l b . b l l
 l e . y j i o o ; r - . d
 m. b o b i e b l
 m l e . v h e n o r
 r. e l j o m e r i d
 m i n b e v l d r r
 o m l o m l r r
 i , o i l b e e . l b
 l r o m e j . f e l
 l n d e r e h l
 o o r o l e o o l

UNIT 14

OTHER VOWEL COMBINATIONS

118. In a few words, vowels follow one another without forming diphthongs, as in *poem*, *radio*, *showy*. In such words the signs for the sounds are written in the order in which the sounds occur:

poet		snowy*		radio	
poem		showy		folio	

*When necessary, the long sound of *o* in *oe* is marked to distinguish it from the diphthong *oi*.

119. Any vowel following the diphthong *i* is expressed by a small circle within the large circle:

via		science		riot	
fiat		diet		prior	

120. The combinations *ia* (as in *mania*) and *ea* (as in *create*) are expressed by a large circle with a dot placed within it. In practical writing the dot is seldom needed.

area		serial		labial	
alias		aviation		piano	
medial		radiate		create	
sepia		affiliate		creation	

OMISSION OF MINOR VOWELS

121. When two vowels not forming a pure diphthong come together, the minor vowel may be omitted. For convenience in writing many common words, the circle may be omitted in the diphthong *u*, as in *new*, *due*, *music*:

theory		due		idea*	
genius		music		ideal*	
arduous		amuse		genuine	
tedious		reduce		senior	
new		avenue		renewal	

*The long *i* in *idea* and *ideal* is expressed by the large circle.

122. BRIEF FORMS FOR COMMON WORDS

pound*		respect, respectful-ly		please	
object		arrange, arrangement		progress	
strange		consider, consideration		across	
trust		opportunity		various	
mail		throughout		inclose	
address		advantage		wonder	

* After numerals, *pound* is expressed by *p*.

123. READING AND DICTATION PRACTICE

The first step is to
 write the letters of the
 alphabet in the order
 in which they are used
 in the shorthand system.
 The first letter is 'a',
 which is written as a
 simple curve. The second
 letter is 'b', which is
 written as a curve with
 a vertical stroke. The third
 letter is 'c', which is
 written as a simple curve.
 The fourth letter is 'd',
 which is written as a curve
 with a vertical stroke.
 The fifth letter is 'e',
 which is written as a
 simple curve. The sixth
 letter is 'f', which is
 written as a curve with
 a vertical stroke. The
 seventh letter is 'g',
 which is written as a
 curve with a vertical stroke
 and a loop. The eighth
 letter is 'h', which is
 written as a curve with
 a vertical stroke and a
 loop. The ninth letter
 is 'i', which is written
 as a simple curve. The
 tenth letter is 'j', which
 is written as a simple
 curve with a dot below
 it. The eleventh letter
 is 'k', which is written
 as a curve with a vertical
 stroke and a loop. The
 twelfth letter is 'l',
 which is written as a
 simple curve. The
 thirteenth letter is 'm',
 which is written as a
 curve with a vertical stroke
 and a loop. The
 fourteenth letter is 'n',
 which is written as a
 curve with a vertical stroke
 and a loop. The
 fifteenth letter is 'o',
 which is written as a
 simple curve. The
 sixteenth letter is 'p',
 which is written as a
 curve with a vertical stroke
 and a loop. The
 seventeenth letter is 'q',
 which is written as a
 curve with a vertical stroke
 and a loop. The
 eighteenth letter is 'r',
 which is written as a
 curve with a vertical stroke
 and a loop. The
 nineteenth letter is 's',
 which is written as a
 simple curve. The
 twentieth letter is 't',
 which is written as a
 simple curve. The
 twenty-first letter is 'u',
 which is written as a
 simple curve. The
 twenty-second letter is
 'v', which is written as
 a simple curve. The
 twenty-third letter is
 'w', which is written as
 a simple curve. The
 twenty-fourth letter is
 'x', which is written as
 a simple curve. The
 twenty-fifth letter is
 'y', which is written as
 a simple curve. The
 twenty-sixth letter is
 'z', which is written as
 a simple curve.

UNIT 15

OMISSION OF SHORT U AND OW

124. In the body of a word short *u* and *ow* are omitted before *n* and *m*, and short *u* before straight downstrokes:

sun		column		announce	
sunk		lumber		million	
fun		pump		crush	
funny		bunch		clutch	
town		jump		touch	
down		brown		trunk	
ton		begun		rush	
done		summer		judge	
run		sunshine		brush	
rung		luncheon		drown	

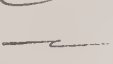
125. Between two horizontal straight strokes *ow* is indicated by a jog, but short *u* is inserted.

126. The *u* is omitted in the termination *sume*:

assume	resume	consume	presume

JOINED PREFIXES AND SUFFIXES

127. The syllables *per*, *pro*, *pur* are expressed by *pr*; the syllable *ble*, by *b*; *ple*, by *p* (in the words given below only); *ment*, by *m*:

proper		trouble		sample	
process		sensible		example	
perhaps		miser- able		apart- ment	
permit		suitable		compliment	
promotion		avail- able		moment	
pursue		terrible		equip- ment	
promise		reliable		treat- ment	
prove		noble		element	
perform		payable		excite- ment	
profit		simple		payment	
valuable		ample		settle- ment	

128. When *pro* occurs before an upward character or *k*, it is more convenient to insert the vowel, as in:

protection  produce  produced 

COMPOUND JOINED PREFIXES

129. Two or more simple prefixes may be joined:

inform		unexpected*	
conform		inexperienced	
recognize		unaccountable*	
recommend		uninformed	
unforeseen		unemployed	
unimportant		incomplete	
inexpensive*		improbable	

* The initial vowel is not required in compound prefixes.

130. BRIEF FORMS FOR COMMON WORDS

problem		person, personal		perfect, proof	
success		regret, regular		satisfy, -factory	
probable		confident, confidence		bed, bad	
except		correspond, -ence		cover	
stop		excel-lent, excellence		serious	
accord		organize, organization		direct	

132. WRITING PRACTICE

1. You are quite right in saying that the price is too high, and that the whole supply of cereals should be returned. I should think that they could quote lower prices, owing to their greater purchasing power.

2. The spreading of a few ounces of light oil on the leaves of the springs of your car, and the regular greasing of the spring shackles, will eliminate the squeaks and rattles of which you complain.

3. The boy's singing was enjoyed by the many thousands of people who heard him in the huge hall.

4. His office was equipped with several file cases and a new type of filing desk.

5. An announcement was made over the radio regarding the new appointment secured by Mr. Prior.

6. He reduced the output of his mill to a million feet of lumber a day during the dull season.

7. The profits on his oil shares are higher this month than they were in the month before.

Dear Sir: I should like to enlist your aid in preparing an evening of music to be given early in January on behalf of our organization.

I think we should have a generous number of arias from the leading operas and a few piano and violin solos. Perhaps we could also get Mr. Hoyle to give his talk on the poetry of music. We must not forget also to present some numbers for the enjoyment of the children who will be present.

Will you not join with us in helping to arrange something of an unusually high character this year. Yours truly,

CHAPTER VI

UNIT 16

BLENDED CONSONANTS

133. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:

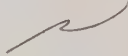
 blended becomes  and expresses -nt, -nd

 blended becomes  and expresses -mt, -md

134. The -nt, -nd blend is an *upward* curve, corresponding in length to the sign for *f*; the -mt, -md blend is an *upward* curve, corresponding in length to *v*. The *n* or *m* governs the length of the curve; the curve containing *m* naturally is longer. At the beginning of words, short *e* and short *i* are omitted before these blends, as in *entry*, *empty*, *induce*, etc.

135. WORD DRILL

bond		band		prevent	
print		prompt		owned	
planned		blind		rent	
plenty		apparent		land	

around		seemed		grant	
entry		second		convent	
Indian		fastened		ground	
empty		signed		trimmed	
refund		event		strained	
laundry		front		winter	
joint		framed		inventory	
sound		exempt		moaned	
found		count		doomed	
sent		gained		ashamed	

136. The Ld Combination. The combination *ld* is expressed by giving *l* a swinging upward turn at the finish:

old		fold		gold	
older		field		killed	
yield		failed		filed	
held		wild		child	

hold		cold		sealed	
sold		colder		appealed	

137. DAYS AND MONTHS

Sunday		January		August	
Monday		February		September	
Tuesday		March		October	
Wednesday		April		November	
Thursday		May		December	
Friday		June			
Saturday		July			

138. BRIEF FORMS FOR COMMON WORDS

entire		refer, reference		receipt	
copy		remit, remittance		unable	
stock		suggest, suggestion		enable	
stand		individual		invoice	
allow		attention		industry	
draft		acknowledge		oblige	

139. READING AND DICTATION PRACTICE

1. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 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622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 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1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 1349, 1350, 1351, 1352, 1353, 1354, 1355, 1356, 1357, 1358, 1359, 1360, 1361, 1362, 1363, 1364, 1365, 1366, 1367, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1375, 1376, 1377, 1378, 1379, 1380, 1381, 1382, 1383, 1384, 1385, 1386, 1387, 1388, 1389, 1390, 1391, 1392, 1393, 1394, 1395, 1396, 1397, 1398, 1399, 1400, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1430, 1431, 1432, 1433, 1434, 1435, 1436, 1437, 1438, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449, 1450, 1451, 1452, 1453, 1454, 1455, 1456, 1457, 1458, 1459, 1460, 1461, 1462, 1463, 1464, 1465, 1466, 1467, 1468, 1469, 1470, 1471, 1472, 1473, 1474, 1475, 1476, 1477, 1478, 1479, 1480, 1481, 1482, 1483, 1484, 1485, 1486, 1487, 1488, 1489, 1490, 1491, 1492, 1493, 1494, 1495, 1496, 1497, 1498, 1499, 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517, 1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1526, 1527, 1528, 1529, 1530, 1531, 1532, 1533, 1534, 1535, 1536, 1537, 1538, 1539, 1540, 1541, 1542, 1543, 1544, 1545, 1546, 1547, 1548, 1549, 1550, 1551, 1552, 1553, 1554, 1555, 1556, 1557, 1558, 1559, 1560, 1561, 1562, 1563, 1564, 1565, 1566, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1576, 1577, 1578, 1579, 1580, 1581, 1582, 1583, 1584, 1585, 1586, 1587, 1588, 1589, 1590, 1591, 1592, 1593, 1594, 1595, 1596, 1597, 1598, 1599, 1600, 1601, 1602, 1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1627, 1628, 1629, 1630, 1631, 1632, 1633, 1634, 1635, 1636, 1637, 1638, 1639, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1648, 1649, 1650, 1651, 1652, 1653, 1654, 1655, 1656, 1657, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1665, 1666, 1667, 1668, 1669, 1670, 1671, 1672, 1673, 1674, 1675, 1676, 1677, 1678, 1679, 1680, 1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219

UNIT 17

JENT-PENT, DEF-TIVE BLENDS

140. By rounding off the angle, as shown in the previous blends, the following useful signs for syllables are obtained:

 blended becomes  and expresses *jent-d*, *pent-d*

 blended becomes  and expresses *def-v*, *-tive*

141. WORD DRILL

spend		cheapened		defeat	
expend		carpenter		defer	
happened		pageant		defy	
opened		impending		divine	
cogent		native		deficit	
legend		devout		division	
ripened		divided		device	
gentle		defraud		defend	
genteel		defray		defence	
Gentile		endeavour		define	

sensitive  positive  motive 
 restive  creative  captive 

142. SPECIAL BUSINESS FORMS

Gentlemen  Sincerely yours 
 Dear Mr.  Yours very sincerely 
 My dear Mr.  Yours respectfully 
 Messrs.  Yours faithfully 
 Yours sincerely  Your obedient servant 

143. BRIEF FORMS FOR COMMON WORDS

move  differ-ent,  quality 
 agent  difference 
 spirit  approximate 
 credit  deliver,  to-morrow 
 appear  delivery 
 beauty  instant,  influence 
 instance 
 response,  mistake-n 
 responsible 
 railway, rule  altogether 

144. READING AND DICTATION PRACTICE

[illegible]

UNIT 18

FREQUENT WORD-BEGINNINGS

145. The vowel is omitted in the syllables *be*, *de*, *re*, *dis*, and *mis*:

below		discover		reason	
beneath		dispel		reasonable	
besides		dispatch		reception	
delay		display		review	
debate		dislike		revise	
deceit		disgrace		replace	
decision		dismiss		repent	
depress		repair		mis-laid	
depart		resign		mishap	
depend		reform		misery	

146. The vowel is retained when *de* precedes *k*, *g*, as in *decay*, *degrade*.

147. The vowel in *re* is omitted only before a downward character, as in *replace*, *repent*, *review*, *repair*, *resign*, *reception*.

PHRASING PRINCIPLES

148. The word *had* when following a pronoun is expressed as shown in the following illustrations:

I had he had they had we had you had

149. The phrases *was-not* and *is-not* are expressed easily and legibly by using the blending principle:

was not  he was not  it is not 

it was not  there was not  there is not 

NOTE: If the contractions *wasn't*, *isn't*, etc., need to be positively indicated, the apostrophe is placed above the forms.

150. BRIEF FORMS FOR COMMON WORDS

record		improve, -ment		newspaper, inspect	
advertise		acquaint, -ance		sufficient	
previous		nevertheless, envelope		merchan- dise	
occasion		insure, insurance		determine	
quanticy		educate, education		pleasure	
hundred		difficult, difficulty		catalogue	

152. WRITING PRACTICE

1. It is apparent that this new company is endeavouring to underwrite the entire issue of mining shares without calling upon the help of any of the better-known houses.

2. Were you present yesterday evening at the reception given to the new Minister of Education?

3. We have altogether failed to find in the inventory any record of the number of copies they had in stock on December 31st.

4. They discovered that the dispatch had not been delivered until after the stock market had opened.

5. On this wagon-load of goods the factory made a refund sufficient to satisfy the consignee.

6. It would be easier to replace those old buildings than to repair them.

7. I wish you to change your window display every other day after closing hours.

8. The agency moved cautiously in the matter of the old accounts that had been handed to them for collection by the Retail Dealers' organization.

9. The committee will hold its second session at the Mansion House to-morrow.

Dear Madam: In the hope that we may be of some help to you in completing your shopping list for the summer season, we wish to call your attention to our new stock of handbags. Our complete line gives you a wealth of unusually pretty styles at very reasonable prices.

A visit to our store to inspect these bags will prove profitable to you. Yours very truly,

CHAPTER VII

UNIT 19

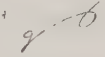
TEN-DEN, TEM-DEM BLENDS

153. By blending *t* or *d* with *n* or *m* facile blends result, which make possible the writing of many syllables with but one movement of the pen:

 blended becomes  and expresses *ten, den*
 blended becomes  and expresses *tem, dem*

154. WORD DRILL

sudden 	continue 	broaden 
written 	continued 	danger 
threaten 	continues 	tender 
hidden 	continuous 	denote 
extension 	intention 	dinner 
evidence 	deny 	to-night 
sentence 	distance 	tennis 
condense 	residence 	contain 

cotton		retain		timber	
tenant		item		victim	
sustain		items		attendance	
captain		itemize		continent	
obtain		academy		bulletin	
attain		autumn		tendency	
dense		random		attainable	
button		attempt		maintain	
sweeten		freedom		estimate	
audience		bottom		medium	
detain		wisdom		temple	
timid		temper		seldom	

155. In short words the blend is not employed when a strongly accented vowel or diphthong occurs in the syllable. Such words as *dean*, *dine*, *team*, *tame*, *dome*, *dime*, and other words of one syllable are written in full. The syllable *tain*, as in *maintain*, *attain*, however, is expressed by *ten*.

156. Where it is possible to use either *ten-den* or *ent-end*, as in *intention*, the right-motion blend is given preference.

PHRASING PRINCIPLES

157. The blending principle makes possible some interesting and valuable phrases:

to me		to make		at any time	
to my		at once		in due course	
to meet		it must be		in due time	
to mean		it may be		what to do	
to know		at any		to draw	

158. When *do-not* is preceded by a pronoun, it is expressed by the sign *den*:

I do not		we do not believe	
I do not see		they do not	
I do not know		they do not know	
I do not believe		you do not	
we do not		you do not know	

159. When necessary, *don't* may be distinguished from *do not* by writing *don* for *don't*, thus:

I don't		we don't		they don't	
---------	---	----------	---	------------	---

UNIT 20

METHOD OF EXPRESSING R

161. A circle or loop is written with the left motion to express *r* following the vowel:

Between a downward character, (()) / / ,
and a forward straight stroke, / / — — ; compare the following forms:

Right-motion: chat *f* sham *f* bin *f* fame *f*
Left-motion: chart *f* charm *f* burn *f* farm *f*

NOTE: The circle is placed *above* the next stroke after *p*, *b*, as in *burn*, *bird*, and below the next stroke in all others, as in *charm*, *farm*.

There is a tendency in rapid writing to curve a straight line when it is followed by a circle. Therefore the distinctive method of joining the circle when it is written with left motion after straight strokes is adopted to prevent any possibility of misreading. Compare *germ* and *bird* in the following drill:

162. WORD DRILL

barn	<i>f</i>	spurt	<i>f</i>	cheered	<i>f</i>
bird	<i>f</i>	spared	<i>f</i>	shared	<i>f</i>
period	<i>f</i>	experts	<i>f</i>	repaired	<i>f</i>
barter	<i>f</i>	shirt	<i>f</i>	chairman	<i>f</i>
burner	<i>f</i>	charter	<i>f</i>	germ	<i>f</i>

convert		farmer		varnish	
avert		farmers		pertain	
adjourn		fern		burden	
adjourned		fertile		pertinent	

163. Between a horizontal and an upward stroke the circle is turned with a left motion on the upward stroke to express *r* following the vowel:

cart		courtesy		guarantee	
card		courteous		girder	
curt		curdle		smart	
guard		merit		lard	
guard- ian		skirt		flirt	
garden		inert		alert	

164. Before straight lines, *s* in *ser*, *cer*, *sar*, and *th* in *ther*, *thir*, may be written contrary to the usual method of joining to express *r*:

desert		concert		insert	
discern		concern		inserted	

insertion		search		sermon	
assert		serge		third	
asserted		surgeon		thirty	
assertion		surmise		thermometer	

165. R Omitted. In many words containing *ar*, *er*, *or*, *ir*, as in the words *large*, *serve*, *warm*, *sort*, *firm*, *circle*, *corner*, the *r* is omitted.

In applying this principle advantage is simply taken of dropping a sound that ordinarily is not stressed in speaking.

166. WORD DRILL

large		reverse		endorse	
larger		reserve		surprise	
learn		toward		surplus	
turn		towards		orchestra	
terms		sport		quarter	
north		born		war	
northern		board		warn	
cord		border		warmth	

warrant		court		western	
serve		source		modern*	
service		storm		southern	
services		firm		assortment	
surface		circle		nervous	
sort		certain		worry	
corn		ascertain		worth	
corner		eastern*		worthy	

* The syllables *tern*, *dern* are expressed by *ten*.

167. The termination *worthy*, as in *noteworthy*, *trustworthy*, is expressed by *thĩ*, and *worth* by *ũth*, thus:

noteworthy  trustworthy  Ainsworth 

168. **The Syllable Ther.** The syllable *ther*, as in *either*, *other*, is conveniently expressed by the sign for *th*:

mother  bother  father* 
 neither  brother  leather 
 gather  weather  hitherto 

* The left-motion *th* is used in *father* to distinguish this word from *faith*, which otherwise would have the same form.

UNIT 21

COMMON PREFIXES AND SUFFIXES

170. The prefixes *for*, *fore*, *fur* are expressed by *f*. The suffixes *ful* and *ify* are expressed by *f*; *self* by *s*; *selves* by *ses*; and *age* by *j*:

forget		useful		itself	
forgive		notify		themselves	
forgotten		modify		ourselves	
foresee		certify		yourselves	
furniture		dignify		courage	
furnish		simplify		storage	
awful		myself		baggage	
wonderful		yourself		manager	
helpful		himself		average	
thoughtful		herself		package	

NOTES: (1) The syllable *ture* is written *tr*. (2) The vowel in *baggage* is omitted to distinguish the form from *package*. (3) When *for* or *fore* is followed by a vowel, disjoin *f* close to the next character, as in *forearm*. When *for* or *fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*. (4) *Itself* is written with the *ses* blend to distinguish it from *its*.

PHRASING PRINCIPLE

171. In phrases, the words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, *sure*, *possible*, are modified as shown below:

to <i>him</i>		at an early date	
I told him		days <i>ago</i>	
we told him		weeks <i>ago</i>	
I <i>hope</i>		months <i>ago</i>	
we <i>hope</i>		years <i>ago</i>	
I hope to hear		day or two <i>ago</i>	
I am <i>sorry</i>		week or two <i>ago</i>	
we are <i>sorry</i>		as near as <i>possible</i>	
I <i>want</i>		<i>few</i> days	
you <i>want</i>		<i>few</i> months	
we <i>want</i>		<i>few</i> minutes	
if you <i>want</i>		be <i>sure</i>	
do you <i>want</i>		we are <i>sure</i>	
<i>early</i> reply		I am <i>sure</i>	

173. WRITING PRACTICE

1. This land is apparently owned by a group that received it from the Government, and I believe it is exempt from taxation.

2. The trend to-day is to employ better-trained people in the printing industries, to prevent the losses entailed by errors of judgment.

3. We expect to have a cold winter, which will have a pronounced effect on the timber market here.

4. We are sorry that the catalogue did not reach you in time to be of service in this particular instance.

5. If you want to see him in regard to the matter about which we talked yesterday, phone him, and if he is unable to see you, then he will arrange for a meeting at a later date.

6. We have looked over the carbon copy of the letter in question and are unable to find any reference to previous prices.

7. Sufficient improvement has been noted in the trend of the market to make it profitable for you to buy now.

8. The vowel is inserted in the word "package" to enable the writer instantly to tell the difference between the forms for "package" and "baggage."

9. While at the village, I received a message from my employer asking me to send the package to his foreign address.

10. I have forgotten his name, but I suppose the hotel people will remember him.

11. The paper has been properly signed by the joint owners and sent to the land office.

CHAPTER VIII

UNIT 22

OMISSION OF FINAL T

174. When slightly enunciated, *t* is omitted at the end of many words.

WORD DRILL

(*t* omitted after *s*)

best		largest		adjust	
rest		modest		adjustment	
west		hardest		disgust	
test		earnest		insist	
latest		honest		consist	
contest		request		persist	
protest		finest		resist	
detest		past		exist	
invest		last		artist	
oldest		just		exhaust	
forest		justice		cost	

175. WORD DRILL

(t omitted after k, p, den)

act		project		induct	
enact		affect		adapt	
fact		defect		adopt	
exact		detect		abrupt	
contact		strict		president	
elect		conduct		evident	
select		product		resident	
erect		deduct		student	

176. WORD DRILL

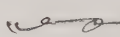
(t is written in the following words)

lost		dust		worst	
east		taste		distant	
fast		missed		intent	
cast		mixed		content	
vast		post		extent	
least		coast		patent	

UNIT 23

OMISSION OF D

178. When slightly enunciated, *d* is often omitted:

mind		dividend		expound	
remind		intend		compound	
command		extend		compounds	
demand		extends		abound	
diamond		pound		beyond	

179. The *d* is written in the following words:

commend		contend		attend	
---------	---	---------	---	--------	---

180. *D* is omitted when it immediately precedes *m* or *v*:

admit		admir- able		admon- ish	
admit- tance		advent		adverb	
admission		adventure		admire*	
advocate		adverse		advance	
advocacy		adversary		advise(ce)	

181. In the words *admire*, *advice*, *advise*, *advance*, coming under this rule, the initial vowel also is omitted to facilitate phrasing,

as illustrated in the following useful phrases:

we admire

in advance

we advise

182. Where the last letter of a primitive form is omitted, the past tense is indicated by a disjoined *t*, thus:

contested

insisted

extended

requested

demanded

compounded

PREFIXES AND SUFFIXES

183. The syllable *ul* is expressed by the *oo*-hook; *al* (pronounced *aw-l*), by the *o*-hook. The sign *al* has already been given in the words *also*, *almost*. *Sub* is expressed by a joined *s*; *less*, by *l*:

ulster

alterna-
tive

subway

ultima-
tum

submit

thought-
less

almanac

substance

home-
less

alternate

subside

needless

184. Before *r*, *l*, *ch*, *j*, or a hook, *s* is written contrary to rule to express *sub*, as in *suburb*, *sublime*, *subchief*, *subjoin*.

185. When *sub* is followed by a circle vowel, *s* is disjoined and placed on the line close to the following character, thus:

subeditor

subhead

186. BRIEF-FORM DERIVATIVE DRILL

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

187. KEY TO BRIEF-FORM DRILL

1. acceptable, acknowledgment, addressed, addressee, advantageous, advisable, agreeable; 2. agreement, agreed, answers, appearance, appointment, asked; 3. beautiful, booklet, book-keeping, careful, causes, charged, clearly; 4. collectable, considerably, correspondent, credits, desirous, educational; 5. effective, inclosure, explanation, favourable, favourite, favours, forced; 6. formerly, fully, greater, greatly, goodness, houses; 7. kindness, kindest, kindly, letters, likely, longer; 8. longest, mostly, myself, namely, names, obligations; 9. occasionally, preparation, publisher, purchaser, qualities, recovered, regardless, regards; 10. representative, satisfactorily, necessarily, necessity, successfully, surely, usually, unusual, wished.

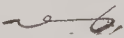
188. READING AND DICTATION PRACTICE

1. 2 3 4 5 6 7 8 9 10
 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30
 31 32 33 34 35 36 37 38 39 40
 41 42 43 44 45 46 47 48 49 50
 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70
 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90
 91 92 93 94 95 96 97 98 99 100

UNIT 24

PHRASING PRINCIPLES

189. Words Omitted. Any unimportant word may be omitted where the sense requires its restoration in transcribing:

in the world		here and there	
ought to be		ought to have	
day or two		ought to receive	
more or less		in reply to your	
little or no		for the time being	
one or two		question of time	
week or two		out of the question	
son-in-law		one of the most	
one of our		sooner or later	
in order to see		in a week or two	
some of them		in reference to the matter	
some of those		in regard to the matter	

up to the time		glad to see	
by the way		I am of the opinion	
on the market		in such a manner	
on the subject		kindly let us know	
on the question		in order to prepare	
in the matter		little or nothing	
in the market		one of the best	
hand in hand		in a day or two	
that is to say		on account of the way	
able to say		I should like to have	
more and more		I should like to know	

NOTES: 1. To secure facility in execution, split up long phrases and practise progressively, as, for example, *I should*, *I should like*, *I should like to know*.

2. The use of such expressions as *in reply to your*, *for the time being*, *in regard to the matter*, etc., is to be discouraged. They are not sanctioned by careful writers of English. Nevertheless they are still widely in use in business correspondence, and to prepare students for the kind of dictation they will receive, it is necessary to draw attention to these phrases.

191. WRITING PRACTICE

1. We feel that the extension of the project will not in any way affect working costs.

2. The demand for the compound is beyond our power to handle, as the supply of raw products is very limited.

3. I admit that we must admire the way in which he conducted the affairs of the company through a desperate period in its history.

4. We shall attempt to adjust the price of the product to the figure you name, but it is evident that, at the present level of costs, this will be very difficult.

5. Just how this action will affect our sales is hard to predict, but it seems certain that an adjustment will be necessary. The worst feature of the suggested new arrangement is that for a time it will tend to reduce, if not exhaust, our present surplus.

6. It is evident from your latest request that you are against an extension of the bond issue, but it is hoped that, as a student of finance, you will realise that the extension of our issued capital is consistent with modern methods.

7. Stocks and bonds are the two forms of investment most often selected by the young man or young woman who has given heed to the saying: "The wise man spends less than he receives."

8. Therefore, when you are ready to start investing, it is much the best plan to rely upon the advice of a bank, or a sound investment company, in obtaining the type of investment exactly suited to your needs. It will save much worry and will cost you nothing.

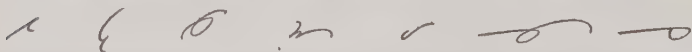
CHAPTER IX

UNIT 25

THE ABBREVIATING PRINCIPLE

192. The application of the abbreviating principle discussed in Chapter I, paragraph 23, many illustrations of which previously have been given, is more or less flexible and depends to a large extent upon the familiarity of the writer with the words and subject matter in the dictation. Note how the principle is applied in the following illustration:

It is possible that the success of the magazine may



make it necessary to change the policy of the association



at the next meeting in London sometime in January.



Have you a memorandum of their financial standing?



The February number will contain an original story.



The abbreviating principle is not employed when advantage may be taken of analogical or definite word-building rules, and it should not be employed when easily written word forms are possible without it. A good rule to apply to any word is: When in doubt, write it out.

193. Short Words. In a small but useful group of common words—many illustrations of which have been given throughout this manual in “Brief Forms for Common Words”—the form stops with a diphthong or a strongly accented vowel:

arri(ve)		lou(d)		cu(rious)	
deri(ve)		sou(th)		pri(vate)	
enga(ge)		poo(r)		glo(ry)	
stri(ke)		pu(re)		invi(te)	
gra(de)		cu(re)		provi(de)	
tra(de)		pecu(liar)		procee(d)	
dou(bt)		confu(se)		deci(de)	
crow(d)		excu(se)		frei(ght)	
prou(d)		refu(se)		repe(at)	
stoo(d)		beca(me)		opera(te)	

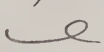
194. Long Words. An analysis of hundreds of words shows that the abbreviations of long words fall into three classes, from which the following rules have been established:

195. If there is a longhand abbreviation it is generally used, if it furnishes a distinctive outline, as in the words *amount* (*amt.*), *April* (*Apr.*), *balance* (*bal.*), *memorandum* (*memo.*):

amount (amt.)		Reverend (Rev.)	
balance (bal.)		O.K.	
boulevard (blvd.)		free on board (f.o.b.)	
discount (dis.)		paid (pd.)	
magazine (mag.)		Street* (St.)	
England (Eng.)		Canada	
memorandum* (memo.)		U. S.	
post office (P.O.)		U. S. A.	
equivalent (equiv.)		ultimo (ult.)	
America (Am.)		etc.	

* *Memoranda* is written *mema*; *street* is written *st* only with a street name, otherwise *str.*

196. Write through the accented syllable if the outline is distinctive. Illustrations: *abbrev* for *abbreviate*; *lang* for *language*; *elab* for *elaborate*, etc.:

certif(icate)		lib(erty)	
Chris(tmas)		mor(tgage)	
co-op(erate)		of(fer)	
cus(tom)		orig(inal)	
depos(it)		pleas(ant)	
devel(op)		pol(icy)	
elab(orate)		pop(ular)	
estab(lish)		prej(udice)	
famil(iar)		prin(ciple), prin(cipal)	
finan(cial)		priv(ilege)	
illus(trate), illus(tration)		rel(ative)	
imag(ine), imag(ination)		sig(nature)	
lang(uage)		trav(el)	
leng(th)		un(ion)	

UNIT 26

THE ABBREVIATING PRINCIPLE

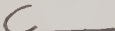
(Continued)

198. Write through the consonant following the accented syllable, if writing through the accented syllable does not give a sufficiently distinctive form.

To illustrate: writing *ab* for the word *absent* would not be sufficiently distinctive, but by writing *abs*, the word is immediately suggested. In context, *can* would not suggest *cancel*, but *cans* would furnish a perfectly legible form :

abs(ent), abs(ence)		conven(ience), conven(ient)	
abso(lute)		dup(licate)	
accomp(lish)		enthus(iasm)	
appreciate, -tion (appresh)		essential (essensh)	
associa(tion) (asosh)		freq(uent)	
attit(ude)		indic(ate)	
authent(ic)		journ(al)	
benef(it)		loc(al)	
cap(able)		mater(ial)	
canc(el)		num(erous)	

NOTE: In such words as *authentic*, *indicate*, *permanent*, *prominent*, etc., a *blend* is treated as a single letter.

ordin(ary)		simil(ar)	
perman(ent)		social (sosh)	
pract(ise) pract(ice)		splend(id)	
promin(ent)		territ(ory)	
rend(er)		tit(le)	
separ(ate)		tot(al)	

OMISSION OF VOWEL BEFORE "SHUN"

199. The first vowel is omitted in the terminations *tion*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation*:

competition		commission	
station		information	
quotation		permission	
notation		intimation	
edition		definition	
addition		combination	
condition		recognition	
foundation		destination	

200. READING AND DICTATION PRACTICE

[illegible]

UNIT 27

COMPOUND WORDS

201. A number of compounds may be obtained by joining brief forms:

any:

be:

ever-y:

here:

there:

where:

soever:

some:

with:

202. KEY TO COMPOUND WORDS

any: anybody, anyone, anywhere, anyhow, anyway.

be: before, beforehand, behindhand, belong, beside, besides.

ever-y: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.

here: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.

there: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

where: whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

soever: whatsoever, wheresoever, whensoever, whosoever, whomsoever.

some: somebody, somehow, someone, sometime, somewhat, somewhere.

with: within, withstand, forthwith, notwithstanding.

NOTE: Slight modifications or omissions are made in the forms for *anywhere*, *anyhow*, *hereinafter*, *herewith*, *however*, *whoever*, *whereas*, *sometime*, *somewhere* and the compounds beginning with *every*. These should receive special attention. The form for *notwithstanding* is *not-with-s*.

203. IRREGULAR COMPOUNDS

meanwhile otherwise thanksgiving no one

FIGURES, ETC.

204. After numerals the word *pounds* (money or weight) is expressed by *p*; *shillings* by *shs*; *hundred* by *n*; *thousand* by *th*; *million* by *m*; *billion* by *b*; *barrels* by *br*; *bushels* by *bsh*; *gallons* by *g*; *feet* by *f*; *cwt.* by *nw*; *o'clock* by *o* placed above the numeral; *dollars* by *d*; *francs* by *fr*. *Shillings and pence* are best expressed by means of the customary oblique stroke.

£5 (or 5 lbs.)		£500 (or 500 lbs.)		5,000,000	
5s.		£5,000		£5,000,000	
500*		£500,000		5 billion	

*The sign for *hundred* is placed beneath the figure to distinguish it positively from *million*, which is written beside the figure.

5 barrels	5	500 feet	5	500 dollars	5
5 bushels	5	5 cwt.	5	5,000,000 dollars	5
5 gallons	5	5 o'clock	5	5 francs	5
5 feet	5	5 dollars	5	10s. 6d.	10/6

205. The above signs may be used after the article *a* and such words as *per*, *few*, *several*.

a pound	5	several hundred	5
a million	5	several hundred pounds	5
a gallon	5	a thousand pounds	5
a hundred	5	few thousand pounds	5
few shillings	5	a hundred thousand	5

206. *Per cent* is expressed by 5 written below the figures; *per cent per annum* by adding *n* to *per cent*. *Cents*, *centimes*, etc. in decimal-system moneys may be expressed* by very small figures placed above the numerals of the dollars, francs, etc.

5 per cent	5 per cent per annum	\$8.50	Fr. 9.60
5	5	8 ⁵⁰	9 ⁶⁰

207. READING AND DICTATION PRACTICE

1. n e y o u n . r e e
 2. n e ! . — i f b l o z
 3. n e i b a . t o l i n
 4. n o . e p l o v e l
 5. n e l o i n g . l . . —
 6. n e d o w . t h e r e
 7. n e l o n e o l e o y
 8. n e l o n e l . i n g
 9. n o y r ; n o l o g ;
 10. n o y n e y - h .
 11. n e r l e d o l e n e
 12. n e l o 8 , y o l n e l
 13. n e l o 8 l n e l
 14. n o l o n e l o e n
 15. n e n e l o 2 , l

208. WRITING PRACTICE

1. Several hundred thousand pounds will be needed to begin the building of the new bridge at Charing Cross. It is estimated that the total cost of the scheme will be nearly £11,000,000.

2. Owing to the strike, the goods are coming through in very poor condition, and many of the deliveries must be refused.

3. A trial of the peculiar device showed that it was not capable of developing even approximately the power claimed for it.

4. We are anxious to be invited to the private view of the new establishment, and to see its elaborate and conspicuously beautiful decorations.

5. We are somewhat accustomed to abbreviating words in writing the English language in longhand. This expedient is especially convenient and applicable in this system of brief writing. The principle is capable of great development and offers a ready means of providing brief forms for many long words that would require more elaborate, less fluent outlines if written in full.

6. The Post Office Guide suggests that in addressing envelopes the name of the city should be written on a line by itself, as this is more convenient in sorting mail.

7. A peculiar situation has arisen, which is likely to prejudice the development of this financial institution.

8. The Reverend Mr. Smith adopted a benevolent attitude towards a policy that was not likely to be successful.

9. A conspicuous feature of this establishment was the inauguration of a regular monthly fashion display.

CHAPTER X

UNIT 28

ANALOGICAL WORD-BEGINNINGS—DISJOINED

209. Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line, very close to the remainder of the word:

centr-	
contr-, counter	
constr-	
detr-, deter	
distr-, destr-	
electr-, (or electric)	
extr-, exter, (or excl-)	
intr-, inter, enter, (or intel)	
instr-	
retr-	
restr-	

210. KEY TO ANALOGICAL WORD-BEGINNINGS

1. central, centre, centralize, centralization, centrifugal.
2. contract, contrary, control, contribute, contrast, counterpart, countersign.
3. construct, construction, constrain, constraint, construe, construed.
4. detriment, detrimental, deteriorate, detract, detraction.
5. destroy, distribute, distribution, district, destruction.
6. electric, electrical, electrolysis, electric light.
7. extra, extreme, extraordinary, exterior, extricate, exclusive, exclamation.
8. interest, interesting, enter, entered, entertain, interfere, introduce, intelligence.
9. instruct, instruction, instrument, instruments, instrumental.
10. retreat, retract, retraction, retribution, retrieve, retrogression.
11. restrain, restraint, restrict, restriction.

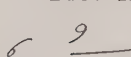
211. In forming the derivatives of words ending in *ct*, as in *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rules given in Chapter VIII), and also in its derivatives:

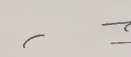
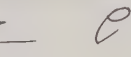
contracted		instructed	
contractor		instructor	
constructed		instructive	
constructor		extracted	
constructive		restrictive	

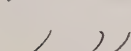
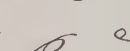
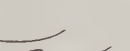
detracted affected active defective effected detected effective detective **ANALOGICAL WORD-BEGINNINGS—COMPOUNDS**

212. Some very useful forms are obtained by joining simple syllable characters, such as *in*, *un*, *dis*, *re*, *non*, to the signs for disjoined word-beginnings:

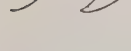
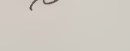
uncontrolled redistribute unrestrained disinterested uninteresting indestructible uninstructed inextricable concentration eccentric reconstruction misinterpret **213. READING AND DICTATION PRACTICE**

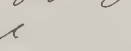
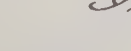




UNIT 29

214. ANALOGICAL WORD-BEGINNINGS—DISJOINED

(Continued)

agr- aggr-	o.... q s o o o s s q
ant-	o o o o o o o o
decl-	c c c c c c c c
incl-	o o o o o o o o
magn- (or Mc)	t t t t t t t t
multi	t t t t t t t t
over	 u u u u u u u u
para*	u u u u u u u u
post*	u u u u u u u u
recl-	u u u u u u u u
self, circu, circum	u u u u u u u u
grand	 u u u u u u u u

* The prefix *para* is written above the rest of the word; *post* is written on the line close before the following character.

short, ship	... 1 1 1 1 1 1 1 1
super, supre	1 1 1 1 1 1 1 1
susp-, suscep	1 1 1 1 1 1 1 1
trans	1 1 1 1 1 1 1 1
under	... 1 1 1 1 1 1 1 1

215. KEY TO ANALOGICAL WORD-BEGINNINGS

1. agree, agreeable, agreement, agriculture, aggravate, aggressive, disagree, disagreeable.
2. anticipate, anticipation, antagonize, antecedent, anterior.
3. declare, declaration, decline, declined, declaim, declamation.
4. include, incline, inclination, inclined, inclusion, inclusive, inclement.
5. magnify, magnitude, magnificent, magnet, McNeil.
6. multitude, multiple, multiply, multiplication.
7. over, overlook, overtake, overcoat, overthrow, overcome.
8. paragraph, parallel, paramount, paradise, paralysis, parasite.
9. postage, postal, postmaster, postpone, postman.
10. recline, reclined, reclaim, reclamation, recluse.
11. selfish, self-confident, self-control, circular, circulation, circumstances, circus.
12. grand, grandson, granddaughter, grandmother, grandfather.
13. short, shorter, shorten, shortage, shortly, shortsighted, shipshape, shipwreck, shipyard.
14. superintend, superior, supervise, support, supreme, supremacy, superb, supersede.
15. suspect, suspected, suspicious, suspicion, susceptible, suspend, suspense, suspension. [port, transfix.
16. transact, transacted, transaction, transfer, translation, trans-
17. under, understanding, undertake, understood, underneath, underline, underwrite.

216. ANALOGICAL WORD-BEGINNINGS—COMPOUNDS

(Continued)

self-interest		disinclined	
unselfish		disinclination	
unparalleled		self-contradiction	
unsuspected		unsusceptible	
self-control		untransacted	
unsuspicious		unrestricted	

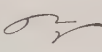
217. READING AND DICTATION PRACTICE

1 9 m h d - n, o r
 2 r h e f - n
 w r - e z l i
 9 r y e f - n
 e r e a b o
 r o - o r n d
 r - e - e, 96 d

UNIT 30

PHRASING PRINCIPLES

218. The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This rule is extended to the words *understand* and *understood* when they are preceded by a pronoun, a brief form, or a short phrase form:

misunderstand		I understand	
misunderstood		I do not understand	
I understood		I cannot understand	
we understood		thoroughly understood	

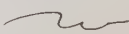
219. The words *extra*, *enter*, *over*, *under*, *short*, *centre*, *counter*, *agree*, *grand* are expressed by the prefixal forms placed over the next word:

extra discount		under consideration	
enter the		extra fare	
enter into		short time	
over the		centre line	
under any		agree with you	

220. The word *done* is expressed by the *den* blend in many phrases:

have done		will be done	
has been done		would be done	
has done		should be done	

221. In many phrases the word *than* is expressed by *n*:

quicker than		rather than	
better than		nearer than	
sooner than		greater than	

222. Many useful business phrases may be secured by slightly modifying the form for *us*:

give us		to us	
tell us		let us	
write us		of us	

223. In many phrases *department* is expressed by a disjoined *d*:

credit department		purchasing department	
shipping department		accounting department	

224. In a number of phrases the word forms are modified or a word is omitted where the grammatical construction of the sentence would compel its restoration when transcribing:

of course		whether or not	
at once		at all events	
at any rate		to some extent	
great deal		to a great extent	
I always		to such an extent	
on hand		at the same time	
as follows		in other words	
whole lot		once in a while	
one another		in my opinion	
day's sight		in the first place	
do you know		as soon as possible	
great pleasure		as a matter of fact	
your order		on account of the fact	
first class		over and over again	

225. READING AND DICTATION PRACTICE

U: 3 1 4 . e l e t
e n . r n o l i k
r e e j r o n . r
s i f r o r p e l
e . l e r n . r v l e n
e r l e e e e e
e n . r o r n e s
l e g . n o r . r o
r n e l ; l e e o
e j l e e l o r
e t o e f o g n e
e e e e e e e
e e e e e e e
e e e e e e e
e e e e e e e

226. WRITING PRACTICE

1. Evidence of his intelligent understanding of the transaction was afforded by his statement regarding it.

2. A shortage in the shipment was discovered by the superintendent, who immediately took up the matter with his superior.

3. We suspect that the error of judgment was due entirely to his susceptible and unsuspicious nature, as well as to his short-sightedness.

4. We shall not overlook his tendency to overcharge our batteries, but will overcome the difficulty by the simple expedient of giving the undertaking to Mr. McLean.

5. After the instructor had tried to restrain his students from further controversy about the peculiar effects of electrolysis, they started a heated discussion about centrifugal and centripetal forces.

6. In this unparalleled controversy he sought the advice of a disinterested friend.

7. Mr. McNab seemed disinclined to enter into the agreement owing to the aggressive policy of the gentlemen representing the Paramount Transportation Corporation.

8. The transfer of the contract may be easily effected, but I am inclined to think that this would be disadvantageous to you.

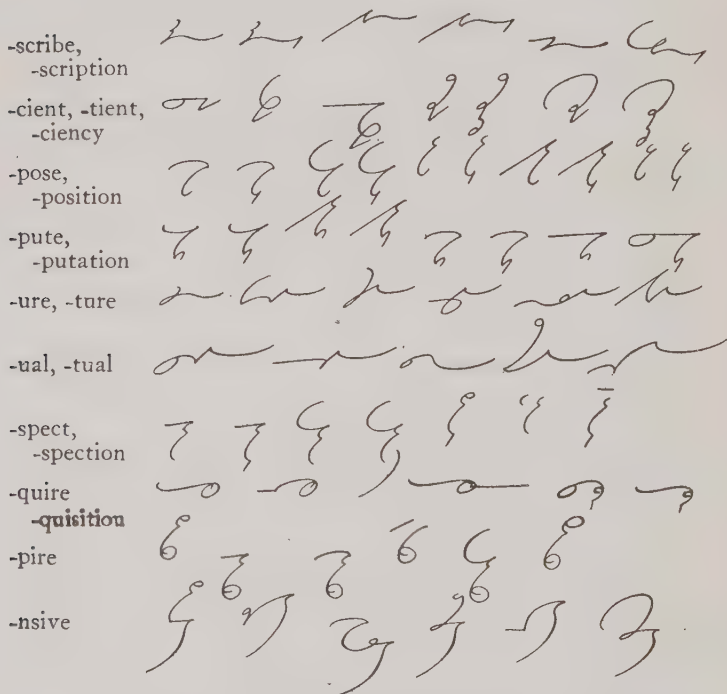
9. The interior and exterior finishes were designed by Mr. McLaren, of McLaren, McNamara & McIntyre.

10. The reconstruction of the dam was opposed by a multitude of citizens because it would involve much expensive constructional work owing to the extraordinary declivity of the adjacent walls of the cliff.

CHAPTER XI

UNIT 31

227. ANALOGICAL WORD-ENDINGS—JOINED



NOTE: Occasionally a disjoined prefix precedes a joined suffix, as in *circumspect*, *introspect*, in which case the disjoined sign is written above.

-gency	
-sure, -jure, -jury	
-flect, -flection, -flict, -fliction	
-sult	
-nment*	

* The "jog" is omitted in the termination *-nment*.

228. KEY TO ANALOGICAL WORD-ENDINGS

1. subscribe, subscription, describe, description, inscribe, pre-
scription. [ficiency.

2. ancient, patient, impatient, efficient, efficiency, deficient, de-

3. compose, composition, propose, proposition, suppose, sup-
position, dispose, disposition, oppose, opposition.

4. repute, reputation, dispute, disputation, compute, compu-
tation, impute, amputation.

5. secure, picture, feature, nature, creature, departure.

6. actual, mutual, equal, eventual, continual.

7. inspect, inspection, prospect, prospective, expectation, cir-
cumspect, introspection.

8. require, inquire, requirement, acquisition, requisition.

9. expire, inspire, conspire, transpire, perspire, aspire.

10. expensive, extensive, comprehensive, offensive, intensive,
defensive.

11. agency, emergency, exigency, urgency, contingency.

12. assure, leisure, pressure, measure, treasure, injure.

13. reflect, reflection, inflict, infliction, conflict, confiction.

14. insult, result, consult, consultation.

15. assignment, refinement, consignment, adjournment.

229. READING AND DICTATION PRACTICE

. h m r n u ———
 r s m r h, r b s h
 b r r u a q i e
 b r r, b r r r r r
 i b r h r r r r
 r d r . o o . y l d ———
 s — h r r r r r
 s — y b r r . r — o r
 i n r o r r r r r r
 — r — . r r r r r
 z r b r r r r r r
 r r r r r r r r r
 r r r r r r r r r
 r r r r r r r r r
 r r r r r r r r r

UNIT 32

ANALOGICAL WORD-ENDINGS—DISJOINED

230. In most of the disjoined word-endings the vowel preceding the ending is understood, as in *art(i)cle*, *barn(a)cle*, *dom(e)stic*, *cal(a)mity*, *extr(e)mity*, *auth(o)-rity*, *sec(u)rity*:

-ical, icle, -acle	
-tic, -tical, -tically	
-lity	
-ulate, -ulation	
-bility	
-city	
-logy, -logical	
-rity	
-fication	
-ograph-y	
-egraph-y	
-gram, -grim	

-ward* *V V V H e / b / e b /*
 -hood, *L e ' n n d ' r / b*
 -ship *L e ' n n d ' r / b*
 -mental *V — — — — —*
 -mity, *e / e / e / e /*
 -nity *(r d r e r d r*
 -stic *(r d r e r d r*

* In the words *forward*, *afterward*, *upward*, *backward* the suffix is joined; in other words, it is disjoined.

231. KEY TO ANALOGICAL WORD-ENDINGS

1. article, practical, physical, musical, medical, technical.
2. politic, political, politically, critic, critical, critically.
3. personality, locality, formality, facility, utility.
4. formulate, formulation, speculate, speculation, regulate, regulation.
5. possibility, ability, sensibility, nobility, reliability, adaptability, visibility.
6. capacity, simplicity, ferocity, tenacity, scarcity, sagacity, electricity.
7. psychology, apology, analogy, physiology, theology, zoology, genealogy, mineralogy.
8. authority, majority, prosperity, security, sincerity, popularity, minority.
9. classification, specification, modification, notification, qualification, justification.
10. phonograph, photography, geography, lithography, stenography, typography, typographic.

11. telegraph, telegraphy, telegrapher, telegraphic, calligraphy.
12. telegram, cablegram, radiogram, pilgrim, programme.
13. forward, afterward, upward, backward, reward, boyhood, neighbourhood, childhood.
14. friendship, kinship, worship, courtship, hardship, township, partnership.
15. fundamental, ornamental, supplemental, experimental, temperamental.
16. calamity, extremity, serenity, divinity.
17. domestic, artistic, drastic, elastic, fantastic.

232. READING AND DICTATION PRACTICE

6 21 6 6 10 0 7
4 6 2 6 7 6
16, 1 7 2 5 6 6 6
6 6 6 7 6 6 6 6
7 6 6 6 6 6 6 6
1 6 6 6 6 6 6 6
6 6 6 6 6 6 6 6
6 6 6 6 6 6 6 6

UNIT 33

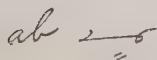
INITIALS

233. As there is no context to initials, accuracy in writing them is of prime importance:

A 	H 	O 	V 
B 	I 	P 	W 
C 	J 	Q 	X 
D 	K 	R 	Y 
E 	L 	S 	Z 
F 	M 	T 	
G 	N 	U 	

234. Many writers prefer to write initials in long-hand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith



C. D. Brown



E. F. Jones



INTERSECTION

235. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them that will be brief and yet absolutely distinctive. Very often the writing of one character through another will meet the exigency. The following are useful examples:

A. D.		L. M. S. Railway	
a. m.		L. N. E. Railway	
p. m.		goods train	
C. O. D.		passenger train	
vice versa		Press Association	
Gregg Shorthand		Exchange Telegraph	
Great Britain		County Council	
Great Britain and Ireland		Chamber of Commerce	
Peninsular & Oriental		London Chamber of Commerce	

Justice of the Peace	<i>J</i>	General Manager	<i>GM</i>
Court of Justice	<i>CJ</i>	Assistant General Manager	<i>AGM</i>
goods and chattels	<i>GC</i>	Managing Director	<i>MD</i>
bank note	<i>BN</i>	Chairman of Directors	<i>CD</i>
bank draft	<i>BD</i>	Chairman of the Board	<i>CB</i>
endowment policy	<i>EP</i>	Board of Directors	<i>BD</i>
price list	<i>PL</i>	Board of Management	<i>BM</i>
list price	<i>LP</i>	Board of Education	<i>BE</i>
selling price	<i>SP</i>	Board of Trade	<i>BT</i>
market price	<i>MP</i>	President of the Board of Trade	<i>PBT</i>
market value	<i>MV</i>	political party	<i>PP</i>
cash value	<i>CV</i>	Liberal Party	<i>LP</i>
bills payable	<i>BP</i>	Labour Party	<i>LP</i>
bills receivable	<i>BR</i>	Conservative Party	<i>CP</i>
profit and loss	<i>PL</i>	Act of Parliament	<i>AP</i>
profit and loss account	<i>PLA</i>	Member of Parliament	<i>MP</i>

236. READING AND DICTATION PRACTICE

1. e o l e, y s
 2 f m e. o 9)
 i b m h i o r e, z
 s a n e. e m
 u l p y o n i z o
 i o o o o o l o n,
 s e e s i o n z, v
 o o o o l o e n b y 2 1/
 s h. n o l l e m o n
 3 1 2 s o y r f f m o n
 2 3 o f f 9 3 s a m
 r e s o o y e - s i
 o m a l e i o l e - s
 u l a m o n i o e
 p o n i z o n y s i

237. WRITING PRACTICE

1. It transpired that he did not himself aspire to the office but was conspiring to overthrow the new occupier of the position.

2. An intensive study of the actual conditions of the conflict ought to make it possible to prevent a recurrence of this emergency.

3. Without a considerable body of experimental data it is impossible to formulate physiological rules with full confidence in their reliability.

4. In the extremity, the sublimity and nobility of his character were revealed with remarkable clarity.

5. The floods were a terrible calamity, in which thousands were injured, and great financial losses were inflicted on all the people in that part of the country.

6. It will probably require the services of many stenographers to answer all the enquiries about the branches of this extensive business, and I myself shall take care of those of the greatest urgency.

7. One of the finest things a teacher can do is to inspire the student to make a proper use of his leisure by giving some time to thought and reflection.

8. Nobility of thought, adaptability of ideas, and generosity of nature—these are the fundamental requisites for those who would gain the real rewards of life.

9. His phraseology seems to call for an apology, and the other members of the partnership were not backward in sending him a notification to that effect.

10. He employed all his great ability in writing an interesting article on the politics of this locality. As he wrote with authority, his article had a certain degree of popularity with the majority of its readers.

CHAPTER XII

UNIT 34

PRINCIPAL CITIES AND TOWNS OF THE BRITISH ISLES

238. The following names of cities and towns are arranged in order of their population:

ENGLAND

London		Portsmouth	
Birmingham		Leicester	
Liverpool		Plymouth	
Manchester		Bolton	
Sheffield		Sunderland	
Leeds		Southampton	
Bristol		Birkenhead	
Hull		Oldham	
Bradford		Woolwich	
Newcastle-on-Tyne		Brighton	
Stoke-on-Trent		Coventry	
Nottingham		Derby	

Darlington



Hastings



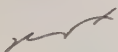
Bath



Lincoln



Stockton-on-Tees



Chesterfield



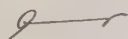
Hanley



Eastbourne



Tynemouth



Luton



SCOTLAND

Glasgow



Hamilton



Edinburgh



Kirkcaldy



Dundee



Dunfermline



Aberdeen



Ayr



Greenock



Perth



Clydebank



Alloa



WALES

Cardiff



Aberdare



Swansea



Pontypridd



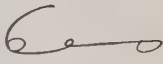
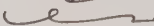
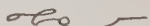
Merthyr Tydfil



Llanelli



NORTHERN IRELAND

Belfast		Ballymena	
Londonderry		Armagh	
Lisburn		Coleraine	
Lurgan		Enniskillen	
Newry		Banbridge	
Portadown		Larne	

EIRE

Dublin		Drogheda	
Waterford		Wexford	
Cork		Sligo	
Limerick		Kilkenny	
{ Dun Laoghaire Kingstown		Clonmel	
Galway		Tralee	
Dundalk		{ Cobh Queenstown	

239. READING AND DICTATION PRACTICE

1. a m i o l s s
s l f o o l s r m
x l s j d o o y l
n m: "j n. s n" n
2 m - b k m - j o g
s l f - m k - e o. i d o
w b l o y m b k
20 - m s - e m m
v - b - u - v - s. 2 j
7 8 - m f n s b
6 - m - o 20. y 2 j
2 f o i s l s l s
a b e m, e s l s
3 l - b - e m - s. o r
7 s - e y y e s

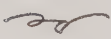
UNIT 35

NAME TERMINATIONS

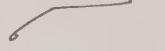
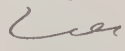
240. The terminations *port*, *field*, *bridge*, *borough* (and its variants *brough*, etc.), and *chester* may generally be expressed by the first letter; *ford* by *fd*; *pool* by *pl*; *ington* by a disjoined *tn*; and *ingham* by a disjoined *m*.

Bridport		Winchester	
Gosport		Rochester	
Lichfield		Bedford	
Hatfield		Guildford	
Mexborough		Blackpool	
Marlborough		Liverpool	
Middlesbrough		Workington	
Edinburgh		Bridlington	
Trowbridge		Buckingham	
Uxbridge		Wokingham	

NOTE: A distinction between *ton* and *town* is made as follows:

Kingston	Kingstown	Wigton	Wigtown
			

241. COLONIAL AND FOREIGN NAMES

Alberta		Calgary	
Amsterdam		Canada	
Antwerp		Cape Town	
Australia		Chicago	
Berlin		Cologne	
Bombay		Istambul (Constantinople)	
Bordeaux		Copenhagen	
Boston		Denmark	
Brindisi		Detroit	
British Columbia		Dresden	
Brussels		Durban	
Budapest		Edmonton	
Buenos Aires		Florence	
Cairo		Genoa	
Calcutta		Halifax	

Hamburg



Montreal



Hamilton



Moscow



Havana



Naples



Hankow



New Brunswick



Havre



Newfoundland



Italy



New Zealand



Japan



New York



Johannesburg



Nova Scotia



Leningrad



Ontario



Lisbon



Oporto



Los Angeles



Osaka



Madrid



Oslo



Manitoba



Ottawa



Marseilles



Palermo



Melbourne



Paris



Milan

Peiping
(Peking)

Persia*		South Africa	
Philadelphia		Saint John	
Prague		Stockholm	
Prince Edward Island		Switzerland	
Prussia*		Sydney	
Quebec		Tokio	
Regina		Toronto	
Rhodesia		Valparaiso	
Rio de Janeiro		Vancouver	
Rome		Victoria	
Rotterdam		Vienna	
San Francisco		Washington	
Saskatchewan		Windsor	
Shanghai		Winnipeg	
Smyrna		Yokohama	
Spain		Yukon	

* Note distinction between *Persia* and *Prussia*.

UNIT 36

A SHORT VOCABULARY

243. This short vocabulary will be a valuable addition to the equipment of every shorthand writer. Though many of these words are not of high frequency, it will be seen at a glance that they are of sufficient importance to warrant study. Many of them are written according to the abbreviating principle:

A abstract



assist



accommodate



assistance



accommodation



Atlantic



administration



attorney



accompany



attract



affidavit



automobile



afford



avoid



American



B bankrupt



application



book-keeper



architect



book-keeping



argument



bureau



C	citizen		corporation	
	civil		coupon	
	clerk		criticism, criticize	
	comfort		crop	
	commerce		cultivate	
	commercial		D	deceive
	compare			default
	comparative			democrat
	consequent, consequence			designate
	conclude			disappoint
	conclusion			discuss
	congress			distinct, distinguish
	connect			disturb
	constitute			double
	constitution			drop
	conversation		E	emphasis, emphasize

energy		H headquarters	
English		House of Commons	
entitle		House of Lords	
estate		husband	
exchange		I inasmuch	
execute		inaugurate	
F familiar		independent, independence	
fault		indispensable	
fluctuate		institute	
fluctuation		institution	
fortune		investigate	
frantic			
fulfil		J junior	
G gentleman		jurisdiction	
glorious		jury	
God		L legislate	

legislation		negotiate	
legislative		O observe	
legislator		obstruct	
legislature		obvious	
likewise		occupy, occupation	
literary		P Pacific	
literature		parcel	
locate		partial	
location		passenger	
luxury		patron	
M manufacture		Parliament	
merchant		pattern	
messenger		persecute	
N neglect		plaintiff	
negligence		possess, possession	
negligent		practical	

premium		subsequent	
probability		substitute	
property		succeed	
prosecute		suffer	
pupil		sympathy	
R remainder		T telephone	
resignation		testimonial	
S sacrifice		testimony	
salesman		text	
scarce		U United Kingdom	
secretary		universe, universal	
significant, significance		V variety	
silence		vote	
society		W warehouse	
specific		wholesale	
spoke		wife	

245. WRITING PRACTICE

1. The British Empire is the name given to the whole aggregate of territory, the inhabitants of which, under various forms of government, ultimately look to the British Crown as the supreme head. It extends over an area of approximately 12,000,000 square miles.

2. The Empire contains, or is bounded by, some of the highest mountains, the greatest lakes, and the most important rivers of the world. In the prairies of central Canada it possesses some of the most valuable wheat-producing land; in the grass lands of the interior of Australia, the best pasture country; and in the uplands of South Africa, the most valuable gold and diamond-bearing beds that exist. The United Kingdom produces more coal than any other single country except the United States. There is no main staple of human food that is not grown within the Empire; there is no material of textile industry that is not produced. The British Empire gives occupation to more than one-third of the persons employed in mining and quarrying in the world. The potential resources of the new lands opened to enterprise have been barely conceived, and their wealth has been little more than scratched. Population is as yet only sparsely sprinkled over the surface of many of the areas most suitable for white settlement. In respect of this promise of the future, the position of the Empire is unique.

3. The cotton industry in England belongs almost entirely to Manchester and the great industrial towns in its neighbourhood. In the West Riding of Yorkshire the woollen industry stands pre-eminent among the many which are concentrated there. Among other tex-

tile industries attaching to definite localities are the silk manufacture of eastern Stafford and the hosiery and lace manufactures of Nottingham, Derby, and Leicester.

4. The chief districts for the production of iron ore are the Durham, Cleveland, and Furness districts; but the area most intimately connected with every branch of this industry, from engineering and the manufacture of tools, etc., to working in the precious metals, is the "Black Country" and Birmingham district, of Stafford, Warwick, and Worcester. There is also a large engineering industry in the London district. Birmingham and Coventry may be specially mentioned as centres of the motor and cycle-building industry.

5. The American lady was obliged to abandon her plan to celebrate Christmas with her son on this side of the Atlantic.

6. It is obvious that failure to observe the terms of the mortgage constitutes a default in the agreement.

7. The wholesale, and, indeed, well-nigh universal, use of the automobile has added greatly to the comfort and luxury of living.

8. The merchant notified his salesman that all the goods stored in the warehouse were to be put on sale.

9. Three classes of employees were affected by the notice—secretaries, book-keepers, and general clerks.

10. The messenger made a frantic effort to locate the parcel containing the testimonials regarding the textbooks.

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